

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

*Final revised
& reviewed
copy 1/8/09
2-10-14 PD*

Lincoln Trail
LOCAL WORKFORCE INVESTMENT BOARD
Local Plan

January 1, 2014 - June 30, 2015

Local Plan Instructions
For Kentucky's

LOCAL WORKFORCE INVESTMENT SYSTEM
Program Years 2013 - 2014

-Submitted by-
Workforce Investment Board

LOCAL AREA: Lincoln Trail

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Instructions

In accordance with the Workforce Investment Act (WIA), this document provides directions to Kentucky's Local Workforce Investment Boards (LWIBs) for preparing the Local Plan update. The Local Plan covers the time period of January 1, 2014 through June 30, 2015. LWIBs are required to submit plans to the Kentucky Department of Workforce Investment's Office of Employment and Training (OET) in order to receive funding under WIA.

The Local Plan update guidance is composed of three sections:

- **Section A: "Integration and Strategies."** This section should illustrate the LWIB's engagement in regional economic development strategies, as well as how the LWIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for LWIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce systems meets certain legal requirements as well as complies with agreements between OET and the LWIBs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive leadership, and other interested parties.

2013 - 2014 Local Plan Update Requirements

- **Local Plan Update Due Date: December 1, 2013**
- **Deliverables:**
 1. Electronically submitted, via e-mail, Local Plan Update Sections A, B, and C, including all attachments (A, B, C, D, E) to Pat Dudgeon at PatriciaO.Dudgeon@ky.gov and;
 2. Mail one (1) hard copy of the signature page with original signatures to:

Pat Dudgeon
Office of Employment and Training
Division of Workforce & Employment Services
275 East Main Street, 2WA
Frankfort, Kentucky 40621

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 – 2014

Planning Timetable Estimates

July 12, 2013	Issuance of Local Plan Guidelines
November 1, 2013	Last date to begin the Public Comment Period. Beginning of the OET review, comment and clarification period
November 30, 2013	End of the 30 Day Public Comment Period
December 1, 2013	Local Plans are due to OET along with submittal of the original signature page. Final Review and Approval of Local Plan Updates by OET begins
January 1, 2014	Beginning of Local Plan Period

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Section A: Integration and Strategies

One of the state's strategies is to invest in LWIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the LWIB's engagement in regional development strategies, as well as how the LWIB conducts business beyond the narrow focus of employment programs. OET will use this information for guidance in allocating special, discretionary and incentive grants (if funding is available).

1. How does the WIB identify and analyze regional economies?

The Lincoln Trail WIB relies on several sources such as our continuing use of the 2009 TIP (Talent, Innovation, Place) Report that defines the priority sectors and strategies of a 26-county region that includes the Lincoln Trail Area. We continue to partner with these neighboring regions through the National Fund for Workforce Solutions grant as well as other projects over the last several years. We will utilize our recently developed LTWIB Strategic Plan for 2013 – 2018 to guide our region's team members in the development of proper pathways to a skilled workforce. We also have the employer and labor market survey released in December 2012 to identify specific employer workforce needs. We collaborate with local and state economic development professionals, business groups, training consortiums, human resource professionals and others to identify the regional needs.

2. How is this information used to identify the key industries and demand occupations within this economy?

Using these sources of information gives us the tools to set priority sectors and make adjustments as economic conditions and business needs change. The Business Services Team assists by making effective decisions regarding which sectors should be targeted.

3. How is this information incorporated into your service delivery strategies?

We accomplish this by providing opportunities to individuals through occupational training for high-demand jobs, investing in economic and workforce development projects that strengthen the region's priority sectors. We use incentives such as on-the-job training and incumbent worker reimbursements to assist employers in the continuing development of a skilled workforce.

4. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industry sectors in your regional economy.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Advanced Manufacturing, Food and Beverage Production, Healthcare, Information Technology, National Defense, Tourism/Hospitality, and Transportation/Distribution/Logistics

5. At the direction of Governor Beshear, the Kentucky Workforce Investment Board established a strategic vision and goals for the transformation of the Commonwealth's workforce system. ([WorkSmart Kentucky Strategic Plan](#)) Key to the realization of that vision is the state board's assertion that local workforce boards must be innovative, responsive and able to make substantial positive impacts on the communities they serve.

Please describe the role of your board in implementing transformational change to the Kentucky workforce system for each of the statewide strategic areas of focus listed below. ONLY SUBMIT DESCRIPTIONS FOR INITIATIVES YOUR BOARD HAS BEGUN, IS CONTINUING OR IS PLANNING TO IMPLEMENT.

For each initiative, please indicate:

1. If the initiative is a local innovation or part of a statewide initiative (examples provided for each focus area).
2. The initiative's mission and strategic goals (if local) or any local adaptation for statewide initiatives.
3. A timeframe for implementation, including major milestones and evaluation.
4. Identify key partners/players/stakeholders, including the role of the WIB
5. Provide the current status of the initiative.

(Space is provided for one initiative in each focus area. To add additional initiatives, copy and paste the formatted narrative layout under the appropriate Focus Area. If initiatives are not currently being planned in any of the focus areas, leave blank.)

STATEWIDE STRATEGIC AREAS OF FOCUS

I. System Transformation

Related statewide initiatives: [Sector Strategies](#), Branding & Identity, [One-Stop Certification](#), User-Friendly On-Line Services, National Career Readiness Certificate, Eligible Training Provider List Enhancements

System Transformation Initiative (1)

Title: One-Stop Certification

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Our mission is to bring together all workforce partners in the region providing seamless services to employers and jobseekers as well as develop an overall Career Center management process that pulls all partners into the One-Stop concept for the betterment of the area's economy.

Implementation timeframe:

We are currently implementing processes from the Employer and Job Seeker Services that will give us a head start when certification is attained. Implementation of strategies will be ongoing.

Partners/players/stakeholders and role of WIB:

KY Office of Employment & Training; Lincoln Trail Area Development District; KY Office of Vocational Rehabilitation; KY Office for the Blind; KY Adult Education; KY Community & Technical College System; economic development representatives; business organizations; Lincoln Trail WIB. The LTWIB has a multi-faceted role of overseeing planning, goal setting, reviewing benchmarks and accomplishments or shortcomings, and providing ideas for continuous improvement.

Current status of initiative:

The Board has received letters of intent from each of the four centers on their intent to submit an application for one stop certification.

II. Education Alignment

Related statewide initiatives: Tech-High, Accelerating Opportunity (aka Skill Up or I-Best), Apprenticeships, High School Outreach

Education Alignment Initiative (1)

Title: Accelerating Opportunities

☐ Initiative is a local innovation ☒ Part of a statewide initiative

Initiative's mission and strategic goals:

The mission of the local Accelerating Opportunity initiative at Elizabethtown Community and Technical College is to provide an alternate entry point into the College by providing contextualized learning with a team approach between adult education and College faculty members. Locally, we expect to serve over 100 students throughout a two-year time period. Strategic goals of the initiative include:

- Identifying and removing barriers that prevent adults from entering and

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

- completing their education
- Allowing adults to earn stackable credentials that bear academic credit
- Working with business community to ensure students are getting the skills they need in the workplace
- Implementing worker-friendly, flexible programs that provide clear and relevant educational opportunities that result in a job with family sustaining wages
- Building sustainable programs so more adults can get the education they need that will help them get a job with family sustaining wages

Implementation timeframe:

Five sessions for the 2013-14 academic year have been scheduled. Electrician Trainee Level I will begin in September 2013 at the Elizabethtown campus; and a Data Entry Operator program will begin in October at the Springfield campus. A session in Leitchfield will begin in February 2014, a session in Elizabethtown will begin in March 2014, and a final session, likely Certified Nursing Assistant, will begin in May 2014. The training programs will be selected by the Accelerating Opportunity Advisory Committee, which meets on September 27, 2013.

Partners/players/stakeholders and role of WIB:

The partners involved in this initiative are Elizabethtown Community and Technical College, Kentucky Adult Education, Kentucky Career Centers-Lincoln Trail and the Lincoln Trail Workforce Investment Board (LTWIB). The role of the LTWIB is to serve on the advisory committee, provide information regarding high demand occupations to assist in determining career pathways and to provide employment and training services to AO participants.

Current status of initiative:

The Electrician Level I program is set to begin on September 9, 2013. The Data Entry Operator program is scheduled to start on October 21, 2013.

III. Economic Development Alignment

Related statewide initiatives: Entrepreneurship, Work Ready Communities, Business Services Redesign-Unified Business Services)

Economic Development Initiative (1)

Title: Business Services Re-design

☐ Initiative is a local innovation ☒ Part of a statewide initiative
Initiative's mission and strategic goals:

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Lincoln Trail Business Services is committed to providing a solutions-based approach supporting the regional business community in meeting their workforce-related needs whether it involves expansion, downsizing or restructuring/layoff aversion. By providing the necessary workforce solutions, Business Services will feel its impact through greater employer awareness of the Kentucky Career Centers, repeat business customers, added services, greater employer satisfaction, and other successful outcomes.

Implementation timeframe:

Lincoln Trail has had a Business Services Team since 2002 when we became a pilot area. Although it was on a more informal basis, much outreach and recruitment was done during the pilot stages and has continued since as needed. Our team is now in its formal stages of development and has expanded membership to include economic development and post-secondary education. The team meets formally and on a regular basis. Implementation of strategies and benchmarks is currently ongoing and will continue to be as we received One-Stop Certification and will continue over the next 12 to 18 months.

Partners/players/stakeholders and role of WIB:

KY Office of Employment & Training; Lincoln Trail Area Development District; Office of Vocational Rehabilitation; economic development professionals; KY Community & Technical College System; Veterans Employment Programs. The Lincoln Trail WIB will play an important role in oversight of the Business Services program mainly through the WIB subcommittee – the Workforce Liaison Committee. Staff will keep the WIB and its committee abreast of activities and any special events and programs.

Current status of initiative:

See implementation timeframe.

IV. System Simplification

Related statewide initiatives: Alphabet Soup, Partner for Success, Case Management, [High Impact Workforce Investment Boards](#)

System Simplification Initiative (1)

Title:

☐ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Implementation timeframe:

Partners/players/stakeholders and role of WIB:

Current status of initiative:

V. Customer Service

Related statewide initiative: Workforce Academy

Customer Service Initiative (1)

Title:

☐ **Initiative is a local innovation** ☐ **Part of a statewide initiative**

Initiative's mission and strategic goals:

Implementation timeframe:

Partners/players/stakeholders and role of WIB:

Current status of initiative:

Oversight/Monitoring Process – Describe the local board strategy to ensure continuous improvement to move the local system toward the Commonwealth's vision and achieve the goals identified in the [*WorkSmart Kentucky Strategic Plan*](#).

The Lincoln Trail Workforce Investment Board appreciates the importance of transforming our local system to be responsive to, align resources and services and meet the needs of the regional business community, job seekers, education

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

providers and economic development professionals as it relates to the WorkSmart Kentucky Strategic Plan. The vision statement of the state plan says: “Kentucky will transform the workforce development system through innovative practices which enhance sustainable economic and job growth to improve the lives of Kentuckians”. The four goals identified are as follows:

- Align the Commonwealth’s workforce development system with Kentucky’s education objectives.
- Align the Commonwealth’s workforce development system with economic development strategies.
- Simplify the workforce development service delivery system.
- Improve service to achieve a customer-center delivery system.

The Lincoln Trail Workforce Investment Board is very committed to continuous improvement, moving the local system towards the Commonwealth’s vision and achieving the goals identified in the WorkSmart Kentucky Strategic Plan. As a part of its submission for High Impact WIB designation, these efforts are identified in the board’s strategic plan. A copy is already on file in the Office of Employment and Training, but another copy is being submitted along with this plan. The biggest stumbling block ahead – Education and Workforce Cabinet agencies (OET, OFB, OVR) must be actively involved, committed and engaged in the system transformation at the state and regional/local level and that is regularly reinforced down to the regional/local level.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Section B: Program Operations

This section collects information required by “WIA Law, Section 118: Local Plan” in order for LWIBs to receive their base funding.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local area:

a) Businesses

The business community in the Lincoln Trail Area continues to tell us that their biggest need is a workforce that has the proper soft skills to be a productive team member with a positive attitude. Employers consistently say there is a lack of work ethic, communication skills, proper attitude, ability to work in teams, etc. in many jobseekers.

Many employers tell us that with the proper soft skills they can hire a jobseeker and train them in the entry-level skills needed. There is currently a disconnect between many unemployed job seekers and current job openings. Many skilled jobs are going unfilled because job seekers do not have the technical skills needed. Many of these job openings require associate degrees or similar credentials. In order to develop the current generation of youth as career-ready, secondary education providers are developing new initiatives such as Hardin County Schools’ Early College & Career Center currently under construction and their establishment of the Work Ethic Certification for the current school year. In August 2013 Marion County Schools implemented the Recognizing Academic Achievement in Career/Technical Education, creating optional pathways for students to acquire college-ready academic skills. We have encouraged employers over the last several years to acknowledge the change in workforce needs and how it can affect their mission and goals. Business now understands the need to address the various gaps in workers’ skills by providing skills upgrade training on a continuing basis to keep worker skills up-to-date thus providing promotional opportunities, improving the company’s productivity and efficiency as well as their bottom line. We must also continue to provide funding assistance to the business community through various partners such as KCTCS, BSSC and WIA incumbent worker funds. Unfortunately, WIA incumbent worker funds have been mostly non-existent in the last two years. This needs to change, either through the State offering innovative ways for funding

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

and/or the U.S. Department of Labor (USDOL) relaxing its restrictions on business eligibility for these funds. The June 8, 2010, USDOL Employment and Training Administration (ETA's) Training and Employment Guidance Letter (TEGL) 30-09 severely limits the use of WIA funds for Incumbent Worker Training only in the context of layoff aversion. We should be providing needed services in an expanding economy not acting like we are still in a recession. We need to be able to provide skills upgrade options to incumbent workers so they can move up their selected career pathways while still continuing training opportunities for entry-level positions for the unemployed.

b) Job seekers

Knowing and meeting the needs of jobseekers is critical especially in the current economic environment we are in. There should be an efficient and seamless process for them to look for jobs and/or training in order to develop their skills for the new economy. Staff in the Kentucky Career Center locations in our region is currently meeting to discuss initiatives and how they can work together as a team to provide quality jobseeker services. Many jobseekers have been unemployed for 12 months and even longer, thus compromising the skills they had with their last employers. It is crucial that Career Center staff properly assess current and needed skills as well as interests in order to help transition them back into the workforce as soon as possible. Many of the available jobs today require up-to-date skills and jobseekers must be ready to meet the challenge of an ever-changing job market. This can only be done by offering relevant training programs both long-term and short-term as well as sufficient financial assistance to help meet their needs.

c) Workers

Incumbent workers need to have access to workforce information in order to make career decisions to ensure they remain competitive, have the opportunity to advance in their field and protect them from long-term unemployment. Workers need to accept that education and training is a life-long process. Globalization, technological advances and an economy that rewards the bottom line combine to force business to respond more quickly to opportunities and challenges. Business cannot adequately respond to change without a workforce capable of absorbing, refocusing and applying the additional skills required quickly and effectively. Workers will not stay employed and businesses will not be productive and efficient unless every worker is constantly learning new skills. We must develop a workforce system that will support the use of varied learning modes by employers and workers to ensure that acquiring skills is made as easy and inexpensive as possible for everyone. One way is by providing training funds through customized training and incumbent worker training programs. Fortunately, we have several resources of assistance – KYWINS through KCTCS and Bluegrass State Skills Corporation with the KY Economic Development Cabinet. Unfortunately, WIA incumbent worker funds have been virtually non-existent in the last two to three years. The State

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 - 2014

through the KWIB needs to make an effort to secure funds for incumbent worker training programs statewide. The U.S. Department of Labor also needs to be persuaded that these types of funds need to be used in other ways beside just layoff aversion, especially in an economy that is currently moving into job expansion not job retraction.

2. Describe the current and projected employment opportunities in your local area.

Current employment opportunities in the Lincoln Trail Area include unskilled production jobs in manufacturing due to the increase in automobile production. Manufacturers in Grayson, Hardin, Marion, Nelson and Washington Counties have seen expansions and increased hiring due to the recovering economy. Besides the unskilled positions, these companies need skilled workers due to new equipment and changes in technology. Projections indicate that the five occupations with the most average annual openings are expected to be cashiers, retail salespersons, food prep and service workers, registered nurses and waiters/waitresses. Except for registered nurses these jobs require minimal skills and are high turnover occupations. The five fastest growing occupations are expected to be personal and home care aides, physical therapist aides, veterinary technologists and technicians, physical therapist assistants and physical therapists. Most of these require additional education up to four years. According to a labor market survey conducted in 2012 by ERISS Corporation the industries with the highest projected openings were Retail, Business Services, Health Services and Manufacturing. It is estimated that 250 jobs in high-level administrative and information technology will be open on an annual basis for many years due to the recent location of the Human Resources Center of Excellence (HRCE) at Fort Knox. These jobs require a minimum of an associate degree and in many cases a bachelors degree. This will require a continuing emphasis on postsecondary education in the Lincoln Trail Area. Sector strategies surveys also indicate that new automotive, logistics, tourism/hospitality will also have expansion in our eight county area.

3. Describe the job skills necessary to obtain such employment opportunities.

The jobs with the highest average annual openings mostly require only a high school diploma except for registered nurse that requires a bachelor's degree in many cases now. The five fastest growing occupations, with the exception of the aide positions, will require a minimum of an associate degree up to a bachelor's and beyond. The jobs at the HRCE at Fort Knox will require associate and bachelor's degrees, thus putting more emphasis on postsecondary education for jobseekers in the region.

4. How does the LWIB ensure continuous improvement of its providers?

The Lincoln Trail Workforce Investment Board ensure continuous improvement of eligible providers/contractors through monitoring performance, objectives, technical assistance, feedback from staff and individual customers regarding results of those who have completed training programs at various institutions.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

- 5. List the continuous improvement activities in which your local providers and partners participated in PY 2012.**

Partner for Success – Session 2, Workforce Academy Modules I – IV, Branding, High Impact Workforce Investment Board Initiative, Resource Navigators, Partner Visits to Northern Kentucky, Indianapolis, and Evansville, Business Services Redesign, Work Ready Community meetings – Nelson County, Sector Strategies, One Stop Certification Process, Resource Sharing Agreement.

- 6. Provide a list of planned continuous improvement activities for PY 2013-2014 in which your local providers and partners will participate.**

One Stop Certification process – 4 centers plan to apply, Work Ready Community – application preparation for Nelson County, High Impact Workforce Investment Board, on-going regional leadership meetings and quarterly visits to each career center, Branding, Strategic Planning and Outreach activities, Resource Sharing Agreement – including One Stop Operator and Memorandum of Understanding.

- 7. What new initiatives is the LWIB implementing to ensure that the local workforce system meets the needs of employers and participants?**

The Lincoln Trail Workforce Investment Board is currently working on a strategic plan for its eight county area. It is also working on a request for proposal package for outreach activities for the board and the Kentucky Career Centers – Lincoln Trail. In the fall of 2013, we plan to hold discussions with the Elizabethtown Community and Technical College and Grayson County School systems regarding how the Board can assist them in changing the culture of the Grayson County community regarding post-secondary training.

We are also awaiting the updated business services redesign information to see what other requirements will be put into action.

- 8. Performance Standards. What is the rationale for the LWIB negotiated performance measures? – Refer to Attachment A.**

The Division of Workforce and Employment Services recommended to the Lincoln Trail Workforce Investment Area, that based on their in-depth analysis of the local data; performance measures for PY 2013 remain the same as the PY 2012 measures. After reviewing our final performance for PY 2012 and assessing local labor market data, we agreed to accept the recommendation as presented and reserving the right to renegotiate measures at any point in time during PY 2013.

- 9. What percentage of the participants will be in training programs (not pre-vocational services) that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?**

Minimum of 75%. NOTE: There may be situations where small businesses may

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 - 2014

have a need does not fall within the identified high-demand sectors.

10. What is the LWIB plan to help Kentucky increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2015: WIA Title I-B programs, National Emergency Grants and Trade Adjustment Assistance?

Our client levels are at an all-time low. We have increased the number of clients who are going into OJT because there is a desired result – employment and the creation of another taxpayer. Our focus has shifted to help businesses get qualified employees so OJT is our number one training priority. We have businesses begging for people to fill critical positions and we cannot fill them.

Last year our degree or certificate training client numbers were 50% less than the previous and this year promises to be even lower. The reason our client levels are at an all-time low is a direct result of the national economic environment but more importantly it is direct result of our system placing too much emphasis on unemployment. The multiple extensions of unemployment benefits have created another “welfare system”. We do not help our customers go back to work, we enable them to draw multiple extensions and do nothing as it relates to training and looking for employment. The REA classes being offered under a USDOL grant to the state is a prime example of this facilitation. Clients of the system who are drawing unemployment are selected for participation in this workshop. Once the individual completes the workshop, they are herded to partner agencies for “training” services. The “mandatory IEP” does not come with that client. Essentially two things are happening – boxes are being checked and clients are jumping through hoops so they can continue to draw unemployment. There is no real discussion with the client at the front end to see if training is a viable option – we are checking boxes. When the clients are referred to WIA and/or other partners, clients indicate, “I don’t want any training” and/or never showed up.

We need to develop a comprehensive integrated approach to service delivery from the moment an individual customer comes into our system. The sole focus at all times by all partners should be customer success and success is defined simply – employed. Unemployment should be a stop-gap measure until success is achieved. We have to fix this or the numbers will continue to dwindle. The Lincoln Trail region had only one layoff in 2013 – 56 individuals – that is good thing. There were only two in 2012.

11. Describe the LWIB’s Unified Business Services processes. (May attach separate Unified Business Services Plan)

See three attachments referenced to Business Services Team Standard Operating Procedures.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

12. How does the LWIA notify Rapid Response and/or Business Services team members to coordinate services when a business may be actually or potentially considering a layoff?

The Lincoln Trail Workforce Investment Board, through the one-stop operator, has established a Local Area Rapid Response Team (LARRT) as well as designated a Local Area Rapid Response coordinator (LAARC) to oversee and carry out Rapid Response activities. The LARRC is the main point of contact for notification of all impending layoffs or closures. When the LARRC learns of a potential layoff or closure the LAART members are notified immediately by email. Once the details of the Rapid Response sessions have been worked out with the employer, the LARRC will email members of the LAART the date, time and location of the Rapid Response sessions as well as an agenda.

13. How does the LWIA respond to and secure information when there is a possibility of a mass layoff? How is this information communicated to local and state Rapid Response and Business Services teams?

The LAARC works closely with State Rapid Response staff beginning with the initial notification of a dislocation to providing updates and follow up on scheduled Rapid Response activities. The details of each Rapid Response activity are also recorded in EKOS. Since 2006, all Rapid Response activities have been conducted and led at the local level with the understanding that State Rapid Response staff is available for assistance when needed.

14. What is the LWIA process to inform the state of local Rapid Response events?

The Lincoln Trail Workforce Investment Board, through the one-stop operator, has established a Local Area Rapid Response Team (LARRT) as well as designated a Local Area Rapid Response Coordinator (LAARC) to oversee and carry out Rapid Response activities. The LARRC is the main point of contact for notification of all impending layoffs or closures. Notification may come in the form of a WARN, through LARRT members, the media, etc. In most situations involving a mass layoff, the WARN is received by the State Rapid Response Coordinator who notifies the LARRC. If a WARN is received by the LARRC, the original document will be forwarded immediately to the State Rapid Response Coordinator and a copy kept on file. The LAARC is responsible for notifying the State Rapid Response Coordinator of all mass layoffs within 24 hours of receiving notification. This is done via email and includes all pertinent information regarding the layoff event.

15. How does the LWIA respond to or assist companies that are potentially TAA certifiable?

The Local Area Rapid Response Coordinator (LAARC) notifies the State Trade Coordinator, as well as the Regional Trade Facilitator, immediately upon learning of a company that is downsizing or closing and that is potentially TAA certifiable. The LARRC is responsible for contacting the company and arranging an initial employer

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

meeting to provide information and guidance concerning Rapid Response activities as well as the Trade petition process and an overview of Trade services. The Regional Trade Facilitator will also participate in the initial meeting. The company is given the option to schedule a date for the Rapid Response sessions for the employees. During the Rapid Response session employees will be informed if a Trade petition has been submitted. In most instances, the Trade petition has not been approved prior to the Rapid Response meeting. If a petition has been approved the Regional Trade Facilitator and WIA representative will provide an overview of Trade services and benefits to the employees and a more in-depth Trade orientation will be scheduled separate from the Rapid Response session.

16. What is the process used to provide assistance to a company that is DOL Trade-certified?

The process that is used to provide assistance to a company that is Trade certified begins with the LARRC and the Regional Trade Facilitator meeting with company representatives to discuss Trade benefits and services and to request a list of impacted employees. As indicated in the response to #16, a Rapid Response session will initially be held for the employees informing them of local programs and services to help them in their transition back into the workforce. The Regional Trade Facilitator and WIA representative will also provide an overview of Trade services and benefits. Employees will be informed that a separate Trade orientation session providing more detailed information will be scheduled in the near future. The Trade orientation session is a joint effort between OET and WIA staff. The Regional Trade Facilitator, local Office Trade Coordinator and local WIA Client Services Manager will provide an in-depth presentation on Trade benefits and services. During this time, an initial assessment will be conducted, labor market information provided, TAA customer handbook distributed and Trade eligibility completed. OET Trade and WIA staff will work closely with the Trade impacted employees on an individual basis to ensure that the full array of Trade benefits and services is received. Please refer to the attached Trade Regional Plan for additional information.

17. Provide the current Trade Regional Plan. (May attach separate Trade Regional Plan)
The Plan must include:

- **Updated to date with the latest Trade Law, as amended.**
- **The process employed from the point of Petition Certification to Trade participant post-exit follow-up.**
- **Roles of both OET and WIA and other partners as applicable.**
- **Compliance with 618.890 merit staffing regulations.**

See Attachment.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

- 18. How will your LWIA work with OET in calling in and conducting orientation sessions for people who are chronically unemployed? (*chronically unemployed - those who are not employable because of their lack of skills, education, and experience*)**

See Response #10. We will work with any partner agency in assisting those individuals who are chronically unemployed. We are currently working with OET to provide Job Search Assistance and Resume Assistance for those REA clients referred to WIA for training even though there is no desire for training. Since January 2013, the WIA case management staff has been working and operating in a functional capacity – either job seeker services or employer services. Currently, other than the REA Classes offered by OET State-Merit staff - all workshops offered at our four career centers; are offered by WIA staff. No other partner staff are participating in the offering of workshops.

- 19. Describe the process in which partners (i.e. Wagner-Peyser) will ensure some level of enhanced services to the chronically unemployed and UI applicants selected for Reemployment and Eligibility Assessment (REA). Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.**

Currently there are the mandated REA and/or KEN workshops offered by OET State – Merit Staff as required. All other workshops, registration into Focus Career and a majority of the job placement activities are being offered solely by WIA Case Management Staff. Quality job placement activities are not a priority activity for OET and unemployment is the primary focus.

- 20. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program Universal Customers), are registering in FocusCareer and are making their resumes viewable to employers?**

All job ready customers of the Kentucky Career Centers are encouraged to register in Focus Career. All customers of WIA are required to register in Focus Career prior to WIA eligibility determination. Clients are informed of the benefits of being fully registered and how this will assist them in securing employment and/or determining if their existing skill sets meet the needs of the local labor market. The case management process ensures this requirement is met for those who are enrolled in WIA assisted services. Customers receiving unemployment insurance are required to be fully registered within 10 days of filing their claim or conducting their first eligibility review. What the unemployment claimant does not get is the in-depth review of that registration and necessary assistance to determine the appropriate next steps towards success. Success is defined as employment. Unemployment claimants are not being referred to workshops that can assist them with the tools necessary for success.

- 21. Describe how youth activities are provided in the LWIA (in-house, contractors, combination, etc). Provide a brief description of a current or recent exemplary youth program or activity and a brief description of any anticipated new youth programs or activities envisioned by the LWIA.**

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

The Lincoln Trail Workforce Investment Area (LTWIA) offers a variety of services to the youth population, with a focus on preparation for education and/or employment in the high priority sectors. Several years ago, the WIB choose to align with the USDOL ETA's strategic vision and focus primarily on the out-of-school population. Based on poor outcomes with previous contracts the LTWIA, with guidance from the Youth Council, shifted its approach to provide more direct services to youth through the case management system and career centers. One-on-one interaction with a Client Services Manager to allow the youth to explore life-long career opportunities and receive guidance on how to achieve their career goals. They are introduced to the full menu of services such as Individual Training Accounts (ITAs) OJTs, summer internships and other offerings that encompass the required ten youth elements. The success of the WorkNow summer internship program in 2010 encouraged us to continue those efforts for the past several years. This year we have over 65 youth participating. Youth were matched with worksites that met their career and educational goals. We are also working with adult education providers to develop new opportunities for youth. We are also planning to work closely with ECTC and Grayson County Schools to develop a plan of action of how we can change the culture of educational attainment – secondary and post-secondary in the county with the lowest graduation rates and post-secondary attendees in our region. ECTC opened a new campus in Leitchfield in July 2013 and the Youth Council and WIB believe there is potential to play a vital role in fostering that culture change.

22. Identify the criteria used in awarding grants for youth activities, including criteria used to identify effective and ineffective youth activities and providers of such activities.

From time to time, the Youth Council and WIB may choose to issue a Request for Proposal (RFP) for specific youth activities but they will also entertain unsolicited proposals any time during the program year. Lincoln Trail Workforce Investment Area (LTWIA) staff initially review all proposals for compliance purposes. A project review ad hoc committee was added last year to the WIB. The purpose of this committee is review all proposals and make funding recommendations to the full Board based on established criteria, which is weighted and scored. The review criteria include the following: prior experience, team, structure, internal controls and staff qualifications, planned program activities, budget and return on investment.

23. Provide a description of the process used by the LWIB to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

As required by the Workforce Investment act of 1998, the plan is made available for the public comment period vial legal notice in local papers, the KY Career Center – Lincoln Trail and Lincoln Trail Area Development District websites, and at meetings of the Workforce Investment Board and Area Development District.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

24. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

The Lincoln Trail Workforce Investment Area required full and open competition of the purchase of goods and services (following the procurement procedures outlined in the Kentucky Model Procurement Cost (KRS Chapter 45A) and in the selection of service providers (following Section 184(a)(3) of the Act. Potential providers will be notified of the announcement of the request for proposal (RFP) process by one of two methods – all agencies on the potential service provider list will be electronically notified of the RFP release and notification will be placed on the Kentucky Career Center and Lincoln Trail Area Development District websites. Also, the RFP package will be placed on both sites.

The Lincoln Trail Workforce Investment Board (LTWIB) will ensure that all procurement transactions regardless of whether by small purchase, sealed bids, competitive or noncompetitive proposals shall be conducted in a manner that provides for full and open competition. The LTWIB will maintain an up-to-date list of persons, firms or other organizations which are used in acquiring goods and services that will include sufficient numbers of qualified sources to ensure maximum open and free competition.

Criteria for the review of applications are developed and included in every RFP. These criteria are used in the selection of service providers. The criteria will contain both quantifiable and qualifiable measures to assure objectivity and still maintain maximum flexibility for the LTWIB judgment and discretion in the selection process. The procedure is designed to provide equal access and opportunity for all potential providers.

The Lincoln Trail WIB will be responsible for the selection of providers of goods and services. Any RFP released will require, at a minimum, information on the effectiveness of meeting performance goals, cost of quality services and past performance (for a period of two years) and return on investment. Upon receipt of the completed application, Lincoln Trail WIB staff will conduct a technical review of the proposal to ensure compliance with the WIA law, regulations, local plan and/or policies as well as the request for proposal. Staff comments are made available to the WIB project review committee and the potential provider during the review of the application. The applicants may be required to present their application in person to the committee and/or full WIB during the review process.

Any entity submitting a proposal for consideration, WIB members and members of the youth council must follow the prescribed code of conduct outline in Section 667.200(i)(ii) of the Final Regulations. These are as follows:

- i. A State Board member or a Local Board member or a Youth Council member must neither cast a vote on, nor participate in any decision-

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 – 2014

making capacity, on the provision of services by such services by such member(s) or any organization which that member(s) directly represents, nor on any matter which would provide any direct or financial benefit to that member or a member of his immediately family.

- ii. Neither membership on the State Board, the Local Board, the Youth Council nor the recipient of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions.

Funding decisions will be determined upon completions of this review. Protest procedures are included into any RFP or solicitation packet for services. The decision of the LTWIB is final.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Section C: System Operations and Attachments

In this section, LWIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between OET and LWIAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, Education and Workforce Development Cabinet's executive management, and other interested parties. *(As with the state plan submitted to the Department of Labor, local areas should update their contact information if there have been changes to the individuals listed since the last submittal. This process is simply a contact change—not a requirement to modify the local plan.)*

- 1. List contact information for the designated site representative(s) at each of your comprehensive career center locations. If there is more than one contact, please include.**

Location:	Kentucky Career Center - Elizabethtown	
Contact:	1) Sherry L. Johnson	2) Thomas J. Wheatley
Title:	1) WIA Director	2) Regional OET Manager
Phone:	1) 270.769.2393	2) 270.766.5115
E-mail:	1) sherry@ltadd.org	2) Thomasj.Wheatley @ky.gov

Location:	Kentucky Career Center - Bardstown	
Contact:	1) Same as above	2) Same as above
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)

Location:	Kentucky Career Center - Lebanon	
Contact:	1) Same as above	2) Same as above
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)

Location:	Kentucky Career Center - Leitchfield	
Contact:	1) Same as above	2) Same as above
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)

* Sherry Johnson is the primary contact since this is a WIA Plan.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

2. List the contact information for the person responsible for the WIB's rapid response activities.

Contact:	1) Jackie Masterson	2) Jim Skees
Title:	1) Employment/Training Specialist	2) Workforce Liaison
Phone:	1) 270.769.2393	2) 270.769.2393
E-mail:	1) jackie@ltadd.org	2) jim@ltadd.org
Reports to:	Sherry L. Johnson	

3. List the contact information for the person responsible for the WIB's business services activities.

Contact:	1) Jim Skees	2)
Title:	1) Workforce Liaison	2)
Phone:	1) 270.769.2393	2)
E-mail:	1) jim@ltadd.org	2)
Reports to:	Sherry L. Johnson	

4. List contact information for the local person responsible for Americans with Disabilities Act (ADA) for all partner programs in your area.

Contact:	1) Jackie Masterson	2) See attached listing. It is in One Stop MOU.
Title:	1) See response in #2.	2)
Phone:	1)	2)
E-mail:	1)	2)
Reports to:		

Law Reference: 29 CFR 37.25 – Responsibility of Equal Opportunity Officer
Law Reference: 29 CFR 37.23 – Designation of Equal Opportunity Officer

5. List contact information for the local person responsible for Equal Opportunity and completing the Discrimination Complaint Log. (*Section 188 of the WIA or 29 CFR Part 37*)

Contact:	1) See response in #4	2) Also each partner has one – identified in MOU.
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)
Reports to:		

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

6. List contact information for the person responsible for English as a Second Language (ESL) for all partner programs in the local area.

Contact:	1) See contact information for county adult education providers.	2)
Title:	1)	2)
Phone:	1)	2)
E-mail:	1)	2)
Reports to:		

7. List contact information for the person responsible for local customer relations such as recording/reporting incidents and non-discrimination complaints. (i.e. customer is injured in one-stop career center; customer complaints about non-professional service, etc.)

Contact:	1) Sherry L. Johnson	2) Thomas J. Wheatley
Title:	1) WIA Director	2) OET Regional Manager
Phone:	1) 270.769.2393	2) 270.766.5115
E-mail:	1) sherry@ltadd.org	2) Thomasj.Wheatley @ky.gov
Reports to:		

List the programs for which this individual is responsible for providing customer relations.

Sherry Johnson – WIA, Thomas Wheatley – UI, Trade and Wagner-Peyser

8. If the individual listed above is NOT the person responsible for customer relations for any of the core partner programs, list the contact information for the person responsible for customer relations for each of the other programs.

Program(s)	Vocational Rehabilitation	Blind
Contact:	Dr. David Beach	Allison Flanagan
Title:	Executive Director	Executive Director
Phone:	502-564-4440	502-564-4754
E-mail:	"Beach, David T (OVR-FK)" <DavidT.Beach@ky.gov>	"Flanagan, Allison A (OFB-FK)" <Allison.Flanagan@ky.gov>
Reports to:	Beth Brinly, Commissioner Department for Workforce Investment Education and Workforce Cabinet	

Program(s)	
Contact:	
Title:	

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Phone: _____
E-mail: _____
Reports to: _____

9. Does the local area have in place an agreed upon WIA Discrimination complaint process per 29 CFR Part 37.76-77?

☒ Yes ☐ No

If no, is there a plan in process to develop a discrimination complaint procedure?

☐ Yes ☐ No

10. List contact information for the person responsible for local data in the Kentucky Career Center facilities.

Contact: Jim Skees
Title: Workforce Liaison
Phone: 270.769.2393
E-mail: jim@ltadd.org
Reports to: Sherry L. Johnson

11. Complete Attachment D – *Workforce Investment Area Sub-Grantee List* and provide a current listing for each of the LWIA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a Kentucky Career Center.
12. Complete Attachment B – *Workforce Investment Board/Council Membership List* and provide current contact information for the members of the local workforce investment board, including any vacancies, and the organizations that are represented on the board. Indicate whether the business representatives come from “targeted high-growth/high wage” industries, and/or provide demand driven occupations.
13. Briefly describe the LWIB’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2014.

When learning of a vacancy, Lincoln Trail WIB staff, specifically the Workforce Liaison, will immediately begin to solicit nominations by contacting local elected officials, economic development professionals, chambers of commerce and other organizations for recommendations. The Workforce Liaison will also contact prospective members directly to ascertain their interest. For members whose terms are set to expire on June 30th each year, WIB staff and the nominating committee will contact those members to determine if they wish to serve another term. These steps begin each April in order to have full membership by July 1st each year.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 - 2014

According to DOL Training and Employment Guidance Letter (TEGL) 10-09 program operators/service providers are required to provide Veterans Priority of Service in 20 DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act Programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, pilots, and Research and Development.

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs.

Veterans' Program Letter (VPL) 07-09 (dated November 10, 2009) implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL.

Considering the Public Law cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority of service.

14. What is the process you use to identify Veterans coming into your Kentucky Career Center?

All customers who come into the Kentucky Career Centers – Lincoln Trail are directed to sign in at the front counter and an initial inquiry is made to determine what type of service(s) they are seeking. They are also given the "Priority of Service" worksheet, which identifies veteran status and informs them of services to which they may be entitled. There is also a priority of service poster displayed in the lobby. Once they are signed in and registered, they will be referred to job seeker staff; who will explain their entitlement and the full array of programs and services available to them.

15. What is the process you use to assess the needs of Veterans seeking service in your Kentucky Career Center and how do you identify Veterans with a barrier to employment?

Once the Veteran signs in and a determination is made regarding the type of service needed, they are immediately directed to job seeker staff. All veterans who have been identified with a barrier to employment will be given an opportunity to meet with job seeker staff that work exclusively with veterans. Other veteran specific, job seeker staff ensures the rest of the career center staff are trained and aware of the priority of services requirement. Dedicated job seeker staff (state merit) will be the first contact for veterans seeking employment and will identify any barriers they may be experiencing as well as a need for intensive services and as well the need for referrals to other services/agencies.

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 - 2014

16. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Customers who come into the Kentucky Career Center- Lincoln Trail, sign in at the front counter and complete a brief screening tool to determine what services they are seeking or may need. Once this information has been gathered they are referred to the appropriate job seeker staff. Referrals to other partner agencies may also take place as deemed appropriate. All Career Center staff are familiar with the variety of services available and work closely to determine the appropriate referrals and mix of services. We are currently having local discussions on developing a unified intake/IEP tool that will be used by all partners and will follow the participant throughout the jobseeker process.

*Reflected
3rd
Revision
per
emails
2-18-14
PD*

17. What is your process to ensure veterans receive priority of service when performing job referrals, enrolling in training and enrolling in training if waiting lists exist?

Veterans seeking employment are immediately directed to the resource room to register in Focus Career and will be assisted by job seeker staff (state merit). Veterans who have barriers to employment are provided with an opportunity to see a DVOP. To ensure veteran priority for job referrals each new job order receives a "veteran matching" procedure prior to the job order being made available to the general public, which is the next day. Veterans also have the option of being put on an email list to be informed of job openings as they become available. Regarding priority for training services, WIA Client Services Managers ensure that veterans are automatically provided training, for which they are qualified, and that they are enrolled prior to any non-veteran individuals. In the event that training funds become limited and a waiting list is established, veterans are placed ahead of any non-veterans and behind any veterans who are already on the list.

*Scanned
+
copied
to
hard
drive
11-25-13*

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 – 2014

Signature Page

Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

Workforce Investment Area Name: Lincoln Trail

Workforce Investment Board Name: Lincoln Trail

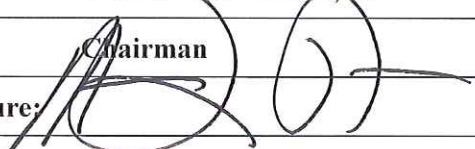
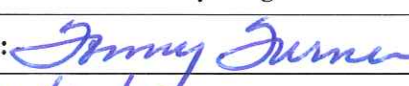
Name and Contact Information for the WIB:

Name and Title: Morris "Mo" Miller, Jr.
Address: 71 Forest Springs Drive
Address: _____
City, State, Zip: Elizabethtown, KY 42701
Phone: 270.268.2861
Fax: _____
Email: momiller@iname.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Tommy Turner, Larue County Judge-Executive
Address: Courthouse
Address: 209 West High Street
City, State, Zip: Hodgenville, KY 42748
Phone: 270.358.4400
Fax: 270.358.4528
Email: judge@laruecounty.org

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board	For the Local Elected Officials
Name: Morris "Mo" Miller, Jr.	Name: Tommy Turner
Title: Chairman	Title: Larue County Judge-Executive
Signature: 	Signature: 
Date: 11-20-13	Date: 11/6/13

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 – 2014

*Original
to be
sent*

Signature Page

Program Years 2013 – 2014
(January 1, 2014 – June 30, 2015)

Workforce Investment Area Name: Lincoln Trail

Workforce Investment Board Name: Lincoln Trail

Name and Contact Information for the WIB:

Name and Title: Morris "Mo" Miller, Jr.
Address: 71 Forest Springs Drive
Address: _____
City, State, Zip: Elizabethtown, KY 42701
Phone: 270.268.2861
Fax: _____
Email: momiller@iname.com

Name and Contact Information for the Local Elected Official(s):

Name and Title: Tommy Turner, Larue County Judge-Executive
Address: Courthouse
Address: 209 West High Street
City, State, Zip: Hodgenville, KY 42748
Phone: 270.358.4400
Fax: 270.358.4528
Email: judge@laruecounty.org

We the undersigned, attest that this submittal is the Program Years 2013-2014 (January 1, 2014 – June 30, 2015) Local Plan for our WIB/WIA and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board		For the Local Elected Officials	
Name:	Morris "Mo" Miller, Jr.	Name:	Tommy Turner
Title:	Chairman	Title:	Larue County Judge-Executive
Signature:		Signature:	
Date:		Date:	

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2013-2014 Local Plan for the local Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Kentucky state statutes and that it is consistent with the PY 2012-2017 [Kentucky State Plan](#);
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to the Office of Employment and Training (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by the Office of Employment and Training have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB);
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

community, labor organizations and appropriate other agencies;

- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current One-Stop Career Center partner representatives and Cost Allocation Plans are in place and available upon request for each One-Stop Career Center within the WIB's local workforce service area;
- P. that insurance coverage be provided for injuries suffered by participants in work-related activities as required under Regulations 20 CFR, Section §667.274.

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and*

LOCAL WORKFORCE INVESTMENT BOARD PLAN

PY 2013 – 2014

the ADA Amendments Act of 2008 effective January 1, 2009;

- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT A

Performance

Workforce Investment Act and Wagner Peyser

	PY 2013
Adult Measures	
Entered Employment Rate	79.0%
Employment Retention Rate	90.7%
Avg. Six Month Earnings	\$16,000
Dislocated Worker	
Entered Employment Rate	83.0%
Employment Retention Rate	90.0%
Avg. Six Month Earnings	\$15,500
Youth	
Placement in Employment or Education	73.0%
Attainment of a Degree or Certificate	60.0%
Literacy and Numeracy Gains	55.0%
Wagner-Peyser	
Entered Employment Rate	55
Employment Retention Rate	79
Avg. Six Month Earnings	\$13,000

✓ M

Local Area: Lincoln Trail

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

22 Buis
 Chambers (Exec.
 Dev
 not
 known)
 H. [unclear]
 Rep.

ATTACHMENT B

Workforce Investment Board/Council Membership List

Program Year 2013

WIB: Lincoln Trail

Date
Submitted: _____

LWIA: Lincoln Trail

Indicate any vacant positions or other constituency represented as well.
 To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

<u>Name/Address/Email</u> <u>Phone/Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/Industry</u> <u>Represented</u> (Private Sector Only)	<u>Business</u> <u>Representation</u> <u>From Targeted</u> <u>Industry/</u> <u>Occupation?</u> (Yes/No)	<u>Term Start</u> <u>and Term End</u>
A. PRIVATE SECTOR					
Mary Cambron 750 Industrial Drive P. O. Box 629 Lebanon, KY 40033 270.699.4703 mcambron@joy.com	Joy Mining Machinery	HR Manager	Manufacturing	Yes	9/1/05 – 6/30/14
Stan Carton	NELCO Training,	Executive Director	Manufacturing	Yes	10/1/07 -

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

407 S. 3 rd Street Bardstown, KY 40004 502.232.0478 scarton@bellsouth.net	Inc.				6/30/16
Gary P. Chapman 1270 B Old Ekron Road, P. O. Box 1097 Brandenburg, KY 40108 270.422.2265 gchapman@cecilianbank.com	Cecilian Bank	Banking Center Manager	Financial/Investment	No	3/1/07 – 6/30/15
Robin Clark 760 Hodgenville Road Elizabethtown, KY 42701 270.706.8138 robin.clark@dowcorning.com	Dow Corning Corporation	HR Manager	Manufacturing	Yes	7/15/10 – 6/30/16
Anthony Conder 245 N. Dixie Blvd. Radcliff, KY 40160 270.351-3388 aconder@cecilianbank.com	The Cecilian Bank	Assistance Vice President/Banking Center Manager	Financial/Investment	No	5/7/12 – 6/30/15
Daniel G. Drane P. O. Box 577 Hardinsburg, KY 40143 270.756.5704 dan@drane-cpas.com	Daniel G. Drane, CPA/Owner	Owner	Accounting	No	5/15/01 – 6/30/16
John Edward Flanagan 334 University Drive Radcliff, KY 40160 270.351.3763	Self-Employed – Consultant	Owner	Consulting Firm	No	8/21/09 – 6/30/15

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

jflanaganconsult@aol.com					
Sarah Graham 794 Old Elizabethtown Road Hodgenville, KY 42748 270.358.3111 sgraham@magnoliabank.com	Magnolia Bank	HR Manager	Financial/Investment	No	4/11/11 – 6/30/14
Kim Huston 201 E. Stephen Foster Avenue Bardstown, KY 40004 502.348.6402 KimHuston@nceda.net	Nelson County EDA & Chamber of Commerce	President and CEO	All businesses	Yes	3/12/02 – 6/30/14
Laura Larue 594 Derek Avenue Elizabethtown, KY 42701 270.401.2500 llarue.ky@gmail.com	The LaRue Group, LLC	Owner	Financial and Consulting	No	4/08/08 – 6/30/15
Krista Levee 60 Lincoln Square P. O. Box 176 Hodgenville, KY 42748 270.358.3411 info@larecountychamber.org	Larue County Chamber of Commerce	Executive Director	All	No	5/28/13 – 6/30/16
Charles W. McGary 102 McGary Farm Lane McQuady, KY 40153 270.756.9266 chuckmcg@bbtel.com	McGary Farms	Owner	Agriculture - Veterans	No	8/4/09 - 6/30/15
Cindy McKenna	Bel Brands USA	HR Supervisor	Manufacturing – Foods	Yes	12/19/12 –

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

602 W. Main Street Leitchfield, KY 42754 270.259-4071 cmckenna@belbrandusa.com					6/30/16
Morris "Mo" Miller 71 Forest Springs Drive Elizabethtown, KY 42701 270.268-2861 momiller@iname.com	Stone Works, Inc.	Investor – Operating Management	Small Business - Entrepreneurship	No	7/1/05 – 6/30/14
Tom Renfrow 334 West Dixie Avenue Elizabethtown, KY 42701 270.765.4490 ckrealty@bbtel.com	Central Kentucky KY Realtors	Owner/Broker and Realtor	Small Business	No	6/1/00 – 6/30/14
Brad Richardson 111 West Dixie Avenue Elizabethtown, KY 42701 20.765.4334 brad@hardinchamber.com	Hardin County Chamber of Commerce	President and CEO	All	No	7/27/11- 6/30/14
Sandra Sladics P. O. Box 9333 Lebanon, KY 40033 270.692.2142 ssladics@angell-demmel.com	Angell-Demmel, North America	LTD/HR Generalist	Manufacturing	Yes	12/1/08 6/30/15
Richard Taylor 137 Old Highway 60E Hardinsburg, KY 40143 270.756.5252 rtaylor@bbtel.com	Taylor Used Cars	Owner	Small Business	No	7/1/04 – 6/30/16

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

John R. Tindall, Jr. 556 Audubon Court Radcliff, KY 40160 270.351.1159 wwjtin@aol.com	Self-Employed	Owner – Retired Major General – US Army	Small Business – Entrepreneurship - Veterans	No	1/24/12 – 6/30/16
Lisa Williams 14 Public Square Elizabethtown, KY 270.765.1855 lwilliams@kyinnovation.com	The Innovation Center	Director	Entrepreneurship	Yes	3/1/04 - 6/30/16
Tina Desjourdy 134 Heartland Drive Elizabethtown, KY 42701 270.769.4773 Tina.desjourdy@healthsouth.com	HealthSouth Lakeview Rehabilitation Hospital	HR Director	Business	Yes	9/3/13 – 6/30/16
Gerald Devary 1 Sakura Drive Springfield, KY 40069 859.336.1303 Gerald_devary@toyotomiam.com	Toyotomi America Corporation	Manager, Training and Development	Business	Yes	9/1/13 – 6/30/16
Roth Stratton 106 S. 3 rd Street Bardstown, KY 40004 502.348.3943 roth2728@yahoo.com	WBRT Radio, BRTV Cable	Managing Partner	Business	No	9/1/13 – 6/30/16

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Jim Rachlin 750 Blackbranch Road Elizabethtown, KY 42701 270.769.7083 Jim.Rachlin@metalsa.com	Metalsa Structural Products	President	Business	Yes	9/12/13 – 6/30/16
David Logsdon 910 Wallace Avenue Leitchfield, KY 42754 270.259.9554 dlogsdon@tlrmc.com	Twin Lakes Regional Medical Center	Chief Nursing Officer	Business	Yes	9/17/13 – 6/30/16

3. PUBLIC ASSISTANCE AGENCY

Marian E. Brooks 445 Hwy 44E, Ste. 228 Shepherdsville, KY 40165 502.543.0814 marian.brooks@ky.gov	Department for Community Based Services	Assistance SRA			10/15/07 – 6/30/16
Sam Clements 332 Hood Avenue P. O. Box 830 Lebanon, KY 40033 270.692.2136 sclements@ckcac.org	Central KY Community Action	Transportation Assistant			5/3/10 – 6/30/14
Vickie Hutcheson P. O. Box 51146 1844 Lyda Avenue Bowling Green, KY 42102	Kentucky Farmworkers Program	Executive Director			7/1/06 – 6/30/15

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

270.782.2330 yphofmtown@bellsouth.net					
Kimberly B. Mattingly 60B Camptown Road Bardstown, KY 40004 502.348.7431 Kimberly_Mattingly@experienceworks.org	Experience Works, Inc.	Employment and Training Coordinator			7/2/09 – 6/30/15
C. ORGANIZED LABOR					
Christopher Ormes 1051 Bloomfield Road Bardstown, KY 40004 270.312.3362 chris.ormes@gmail.com	United Steel Workers - American Fuji Seal	Pressman			4/1/12 – 6/30/15
Kenneth B. Ritchie, Jr. 895 Malone Farm Road Belton, KY 40324 270.769.3022 kritchie@boilermakerslocal40.com	International Brotherhood of Boilermakers	Asst. Business Manager- Apprentice Coordinator			5/7/12 - 6/30/15
D. VOCATIONAL REHABILITATION					
Nancy Bachuss 409 N. Miles Street Elizabethtown, KY 42701 270.766.5126 nancyj.bachuss@ky.gov	Office for the Blind	VR Counselor			10/1/07 – 6/30/16

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Jim Pike 409 N. Miles Street Elizabethtown, KY 42701 270.766-5121 jim.pike@ky.gov	Office for Vocational Rehabilitation	Asst. Branch Manager and Counselor			7/1/13 - 6/30/15
E. COMMUNITY-BASED ORGANIZATION					
Al Rider 306 West Dixie Avenue Elizabethtown, KY 42701 270.737.8393 al_ncef@hotmail.com	Central Kentucky Community Foundation	President and CEO			7/1/11 – 6/30/14
Bob Rivera 107 Cranes Roost Court Elizabethtown, KY 42701 270.765.2605 rrivera@communicare.org	Communicare, Inc	CEO			9/5/13 - 6/30/13
F. ECONOMIC DEVELOPMENT AGENCY					
Daniel B. Carney 124 West Main Street Springfield, KY 40069 859.481.1437 daniel@sweda.org	Springfield- Washington County Economic Development Authority	Executive Director			5/12/13 – 6/30/16
Karen King 223 N. Spalding Ave., Ste. 300 Lebanon, KY 40033 270.692.6002 kjking@marioncountky.com	Lebanon/Marion County Industrial Foundation	Community HR Specialist			6/1/99 – 6/30/15

**LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014**

Bob Sims 209 West High Street Hodgenville, KY 42748 270.358.9903 bsims@laruecounty.org	Larue County Industrial Foundation	Community and Economic Director			7/1/04 + 6/30/16
G. PUBLIC EMPLOYMENT AGENCY					
Thomas J. Wheatley 916 N. Mulberry Street P. O. Box 1386 Elizabethtown, KY 42702-1386 270.766.5115 thomasj.wheatley@ky.gov	Office of Employment and Training	Regional Manager			7/1/06 – 6/30/15
H. EDUCATIONAL AGENCY					
Dr. Thelma J. White 600 College Street Road Elizabethtown, KY 42701 270.706.8410 thelma.white@kctcs.edu	Elizabethtown Community and Technical College	President			6/1/99 – 6/30/14
William D. Huston 2735 Bardstown Road Springfield, KY 40069 859.336.5082 whuston@sccky.edu	Saint Catharine College	President			6/1/99 – 6/30/14
I. LOCAL ELECTED OFFICIAL (list contact information even if CEO is not a member of the WIB)					
Hon. Tommy Turner	Larue County	Judge-Executive			CEO but not

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Courthouse 209 W. High Street Hodgenville, KY 42748 270.358-4400 judge@laruecounty.org					on WIB
J. OTHER CATEGORY					
Hon. Gerry Lynn 516 Hillcrest Drive Brandenburg, KY 40108 27.4223967 mcjudge@bbtel.com	Meade County	Judge-Executive			1/1/12 6/30/15
Hon. Edna B. Berger P. O. Box 550 Elizabethtown, KY 42701 270.765.2910 edna.berger@elizabethtownky.gov	City of Elizabethtown	Mayor			7/24/13 - 6/30/15
K. YOUTH COUNCIL CHAIRPERSON (list contact information even if YCC is not a member of the WIB)					
Dr. Renae Harrison 110 South Main Street Elizabethtown, KY 42701 270.769.8875 Renae.Harrison@Hardin.kyschools.us	Hardin County Adult Education	Director			6/1/99 - 6/30/15

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT C

Workforce Investment Board Subcommittee List

Program Year 2013

WIB: Lincoln Trail

Date
Submitted: _____

LWIA: Lincoln Trail

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.
(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Committee or Task Force	Objective / Purpose of Committee or Task Force
Executive Committee	Has full the powers to manage the full board's business.
Funding Committee - Standing	The funding committee is charged with examining the flow of funding through the employment and training system within the Lincoln Trail Workforce Investment Area. Issues to be considered will be coordinating funding streams and programs to ensure the maximum use of available funding, review of resources flowing through the One Stop System and searching for alternative sources of funding. The committee is also charged with developing a budget for the purposes of carrying out the duties of the local board and its activities.
Workforce Liaison Committee – Standing	The workforce liaison committee will work to educate business and industry about the workforce development system strengthening support for and awareness of employment and training programs in the Lincoln Trail Workforce Investment Area (LTWIA) and through the one-stop career centers. The committee will assess input from business, industry, and labor regarding current skills shortages and the short-and long-term solutions to these problems for the purpose of developing training programs that will have a positive impact on the regional economy. The committee will provide ongoing guidance to the

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

	regional Business Services Team making sure its delivery of services is relevant to the business community's workforce needs. It will determine the need for annual or biennial labor market surveys of existing business and industry to determine the current and projected workforce needs to serve as the foundation for workforce and economic activities in the region. The committee shall provide advise in formulating and developing strategies for outreach and recruitment related to programs administered under the Workforce Investment Act (WIA) and the Kentucky Career Center System. The committee will provide input regarding overall system goals and specific performance standards. The committee will also review LTWIA program performance on an ongoing basis to ensure continuous improvement and a return on investment.
One Stop Committee - Standing	The one-stop committee shall be at a minimum, the members of the One Stop Operator Consortium. The committee shall have the duties of ensuring coordination of the required one-stop partners in the delivery of core, intensive, and training services as required by the Workforce Investment Act of 1998.
Youth Council - Standing	The duties of the youth council include developing the portions of the local plan relating to eligible youth, as determined by the chairperson of the local board; subject to approval of the local board consistent with section 123 – recommending eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the local board to carry out the youth activities; and conducting oversight with respect to the eligible providers of youth activities in the local area and coordinating youth activities authorized under section 129 of the Act.
Proposal Committee – Ad Hoc	The Proposal Committee is charged with reviewing any solicited and unsolicited proposals submitted for funding consideration by the Lincoln Trail Workforce Investment Board. The committee will work very closely with the standing committees to determine if funding is available, there is a need for the services being offered, a solicitation for such services was issued and if the project is related to individual job seeker services, and employment opportunities are available in the regional labor market.
Veterans Committee – Ad Hoc	The Veterans Committee is charged with building upon the findings and recommendations presented at the Regional Veterans Summit in December 2012. The committee will develop and implement strategies and tactics to address identified challenges and opportunities. The committee will focus on three key areas – education, entrepreneurship, and employment for transitioning veterans and military spouses.
Entrepreneurship Committee – Ad Hoc	The Entrepreneurship Committee is charged with identifying opportunities for expanding entrepreneurial activities for expanding entrepreneurial activities for the residents of the Lincoln Trail Region. The committee will identify existing resources/services in the region and identify potential new options/services/resources to foster entrepreneurial growth in the region.
Legislative/Policy/Strategic Response – Ad Hoc	The Legislative/Policy/Strategic Response Committee is charged with reviewing workforce related legislation, policies, etc. This committee will be responsible to advocate for adequate, sustainable, and flexible funding and programs to address existing workforce demographic trends and labor market needs. The committee will identify stakeholders who can influence decision makers, align with national

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

	organizations and educate stakeholders about the workforce development system to strengthen support. The committee will also advocate for the continuation of existing funding, research/develop additional resources and leverage other sources – public and private to maximize the full potential of workforce services.
--	---

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT D

Workforce Investment Area Sub-Grantee List

Program Year 2013

WIB: Lincoln Trail

Date
Submitted: _____

LWIA: Lincoln Trail

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Sub-Grantee	Services Provided	Funding Source	Provider Location
Preston – Osborne	Outreach Activities	WIA Title I programs until 12/31/13. Then the One Stop RSA agreement will be utilized to determine funding streams	Company is based in Lexington.
Bardstown Radio Team, LLC	On- The-Job Training	WIA Title I	Company is based in Bardstown.
Flex Film USA	On-The-Job Training	WIA Title I	Company is based in Elizabethtown.
Fuel Total Systems	On-The-Job Training	WIA Title I	Company is based in Lebanon.
Joy Global, Inc.	Incumbent Worker Training	WIA Title I	Company is based in Lebanon.

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Limestone Branch Distillers, Inc.	On-The-Job Training	WIA Title I	Company is based in Lebanon.
Metalsa	On-The-Job Training	WIA Title I	Company is based in Elizabethtown.
Montebello Packaging, Inc.	On-The-Job Training	WIA Title I	Company is based in Lebanon.
NPR of America, Inc.	On-The-Job Training	WIA Title I	Company is based in Bardstown.
SAH, LLC dba Kentucky Supply	On-The-Job Training	WIA Title I	Company is based in Springfield.

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

ATTACHMENT E

Workforce Investment Area Business Services Team

Program Year 2013

WIB: Lincoln Trail

Date
Submitted: _____

LWIA: Lincoln Trail

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut)

Name of Team Member	Agency/Organization	Location	Team Role
James D. Skees	Lincoln Trail Area Development District	Elizabethtown - Regional	Business Services Team Lead, Core Team Member
Thomas J. Wheatley	Office of Employment and Training	Elizabethtown - Regional	Core Team Member
Bob Sims	Larue County Economic Development Agency	Hodgenville	Core Team Member
Dr. Tom Davenport	Elizabethtown Community and Technical College – Workforce Solutions and Community Education	Elizabethtown - Regional	Core Team Member
Terri Thomas	Lincoln Trail Area Development District – Lebanon Career Center	Lebanon - Regional	Team Member and Employer Services Function Team Lead – Lebanon – Advanced Manufacturing

LOCAL WORKFORCE INVESTMENT BOARD PLAN
PY 2013 - 2014

Mike Burress or designee	Lincoln Trail Area Development District – Community and Economic Development Department	Elizabethtown - Regional	Team Member
Hector Cruz	Office of Employment and Training – Veterans Programs	Elizabethtown - Regional	Team Member – Defense Sector
R. Brian Peace	Lincoln Trail Area Development District – Leitchfield Career Center	Leitchfield – Regional	Team Member and Employer Services Function Team Lead – Leitchfield – Healthcare Sector
Cherita Barlow	Office of Vocational Rehabilitation	Elizabethtown - Regional	Team Member – Tourism Sector
Jennifer Carman	Office of Employment and Training – Elizabethtown Career Center	Elizabethtown – Regional	Employer Services Function Team Lead - Elizabethtown
Elizabeth Mattingly	Office of Employment and Training – Bardstown Career Center	Bardstown – Regional	Employer Services Function Team - Bardstown
Larry Oberlitner	Office of Employment and Training – Career Center - Elizabethtown	Elizabethtown – Regional	Employer Services Function Team – Elizabethtown – Transportation Sector
Phoebe Arroyo	Office of Employment and Training – Bardstown Career Center	Bardstown – Regional	Employer Services Function Team - Bardstown
Karen Wheatley	Office of Employment and Training – Leitchfield Career Center	Leitchfield – Regional	Employer Services Function Team - Leitchfield
Carol Thompson	Office of Employment and Training – Lebanon Career Center	Lebanon – Regional	Employer Services Function Team - Lebanon
Julita Nance	Office of Employment and Training – Lebanon Career Center	Lebanon – Regional	Regional Trade Facilitator - Lebanon

1. PURPOSE

To promote business services of the Kentucky Career Center, Lincoln Trail by providing accurate and timely assistance to employers through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce.

2. RESPONSIBILITIES

- Center Managers – Responsible for ensuring that all personnel involved are knowledgeable of their duties and that the policy is executed as designed.
- Regional Business Service Team – The RBST consists of dedicated staff, including a regional team leader. Team members will be assigned to specific employers by targeted sector and would be available to assist the local center following the communication plan for the region.
- Local center business team – Each center will have a team of dedicated, trained, personnel responsible for providing assistance to any employer needs. These teams will be headed by a team leader and an assistant leader. They would follow the regional communication plan to contact the RBST to provide all the services requested if needed.

3. EMPLOYER CUSTOMER FLOW AT THE LOCAL CENTERS

- When an employer reports to the local center, the front desk staff will contact the Business Services Team Leader. In the absence of the team leader the assistant team leader will be contacted, and as a last resource the Center Manager will assist the employer.
- If the employers contact the office via the telephone, the phone staff will proceed in the manner as the front desk staff and contact the assigned personnel per instructions.

Elizabethtown Employers' Team and employers' assignment

1. Ron Anderson – Employers A,B,C
2. Fernando Arroyo – Employers E,F,G
3. Jennifer Carman – Team Leader ; Employers H,I,J
4. Hector Cruz – Assistant Team Leader; Employers K,L,M
5. Karen Day – Employers N,O,P
6. Lynette Hickerson – Employers Q,R,S
7. Tim Killensworth – Employers T,U,V
8. Larry Oberlitner – Employers W,X,Y,Z

LINCOLN TRAIL

[About Us](#)
[Contact Us](#)
[Location](#)
[Site Map](#)

Area Development District

Serving the Heartland of Kentucky
[Home Page](#)
[Board of Directors](#)
[News and Announcements](#)
[Calendar](#)
[Awards & Recognitions](#)
[Area Agency on Aging](#)
[Adult Daycare/
Alzheimer's Respite](#)
[Aging and Disability Resource
Center](#)
[Community Services Directory](#)
[Medicaid Waiver - Consumer
Directed Option](#)
[Family Caregiver Program](#)
[Administration/History](#)
[In-Home Services](#)
[Long-Term Care Ombudsman](#)
[Newsletter](#)
[Personal Care Attendant
Program](#)
[Policies and Procedures](#)
[Senior Centers/
Congregate Meals](#)
[SHIP/Benefits Counseling](#)
[Regional Info Center](#)
[Economic Development](#)
[Employment and Training](#)
[Environmental Planning](#)
[Local Government](#)
[Transportation](#)
[Member Governments](#)
[Downloads](#)
[Partners](#)
[Area Links](#)


News and Announcements

- [2013 CEDS Update](#) (Sept. 17, 2013)
- [Annual Meeting Memorial Award](#) (Sept. 17, 2013)
- [Annual Meeting Memorial Award](#) (Sept. 17, 2013)
- [Annual Meeting Service Recognition](#) (Sept. 17, 2013)
- [Raywick ADF Check](#) (Sept. 18, 2013)
- [WIB Plan Review and Comment](#) (Oct. 1, 2013)
- [NADO 2013 Innovation Award](#)
- [NADO Annual Training Conference](#)
- [KY 3005 Interchange Ribbon Cutting](#)
- [Marion County ADF Check](#) (July 17, 2013)
- [Board of Directors Meeting](#) (July 17, 2013)
- [Outstanding Service Award](#) (June 19, 2013)
- [Hardin County ADF Check](#) (June 19, 2013)
- [Public Review: High-Impact WIB App](#)
- [In Memory of Mayor Tim Walker](#) (June 19, 2013)
- [Board of Directors Meeting](#) (May 15, 2013)
- [Board of Directors Meeting](#) (May 15, 2013)
- [Area Labor Market Survey](#) (Feb. 25, 2013)

2013 CEDS Update (Sept. 17, 2013)

The Comprehensive Economic Development Strategy (CEDS) has been revised for 2013.

The eight LTADD counties share historic, social, and economic ties and are closely aligned in terms of economic problems and potential. All eight counties are classified as eligible in the Economic Development Administration Title IX Long-Term Economic Deterioration Program.

[Click here to download and view the document \(823kb PDF\).](#)

2013 Comprehensive

613 College Street Road
PO Box 604
Elizabethtown, KY 42702

Phone: 270.769.2393

Fax: 270.769.2993

TDD: 800.247.2510

An Equal Opportunity

Employer M/F/D



Elizabethtown MSA

Annual Meeting Memorial Award (Sept. 18, 2013)

Mayor David Pace of Brandenburg received the 2013 Palmer A "Pete" Peterson Memorial Award from last year's recipient the Honorable John Mattingly, Judge/Executive of Marion County.

Mayor Pace was recognized for his many years of service to his community.



Annual Meeting Memorial Award (Sept. 18, 2013)

Mr. Ernest Taylor, Chair of the Aging Advisory Council, presents the 2013 Dorothy M. Dolle Memorial Award to Mrs. Willena Skees of Grayson County.

Mrs. "Willie" as she is known was recognized for her many years of service to local police and firefighters and assisting with their fundraising efforts for children during the holiday season each year.



Annual Meeting Service Recognition (Sept. 18,

2013)

Washington County Judge/Executive John Settles, outgoing Chair of the Lincoln Trail ADD Board, is presented a plaque in recognition of his service by Board Treasurer Bill Sheckles, Mayor of Bardstown.



Raywick ADF Check (Sept. 18, 2013)

Mayor Marilyn Mullins and Ms. Kelly Lucas, representing the City of Raywick, received an Area Development Fund check to assist with city hall repairs.

Presenting the check are State Representative Terry Mills, Marion County Judge/Executive John Mattingly and Lincoln Trail ADD Board Chair Bobby Claycomb.



WIB Plan Review and Comment (Oct. 7, 2013)

As required by Public Law 105-220, the Lincoln Trail Workforce Investment Board is required to publish its local plan for a review and comment period of 30

days. Any reviews or comments should be sent to wia@ltadd.org.

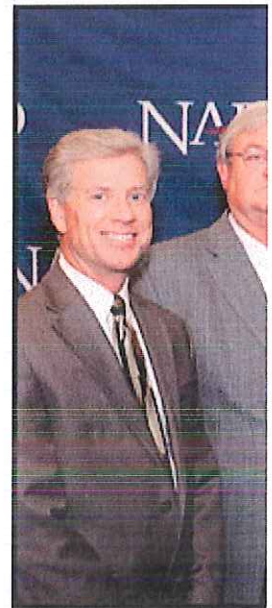
- Local Plan 2013-14 (723kb PDF)
- Attachments for Local Plan (261kb PDF)
- Standard Operating Procedures - Career Center Business Services (130kb PDF)
- Standard Operating Procedures - Service Provision and Responsiveness (113kb PDF)
- Standard Operating Procedures - Schedule and Communication Plan (115kb PDF)



NADO 2013 Innovation Award

John Leanord, National Association of Development Organizations Board President, presents Christin Hendren, LTADD Intake Specialist, a 2013 Innovation Award on behalf of the NADO Research Foundation for the Short Term Home Delivered Meals Program.

Also pictured (from left to right): Mike Burress, LTADD Deputy Director, Bobby Claycomb, Chair of LTADD Board of Directors, and Judge John G. Mattingly, First Vice-Chair of the LTADD Board of Directors.



NADO Annual Training Conference

Lincoln Trail Aging Services Intake Specialist, Christin Hendren, provides additional information about the Short Term Home Delivered Meals program, which

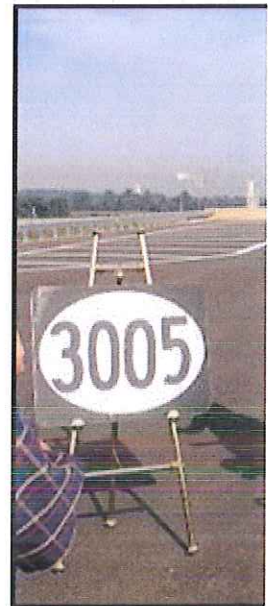
won an Innovation Award at the National Association of Development Organizations (NADO) Annual Training Conference in August.



KY 3005 Interchange Ribbon Cutting (Sept. 6, 2013)

Ms. Patty Dunaway of the KY Transportation Cabinet's District 4 office addresses a crowd at a ribbon cutting for the KY 3005, Ring Road and Western Kentucky Parkway interchange in Elizabethtown.

Representative Jimmie Lee also spoke to the many state and local officials gathered to celebrate the completion of the interchange, offering better opportunities for the city's industrial park located nearby.

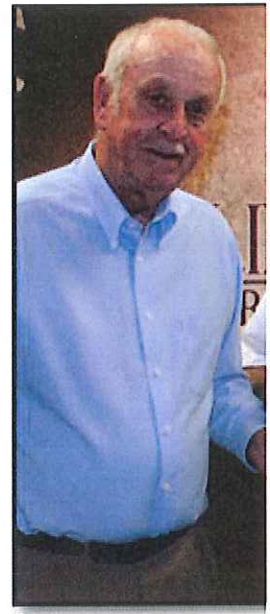


Marion County ADF Check (July 17, 2013)

State Representative C.B. Embry Jr. and Board First Vice-Chair Judge Executive John G. Mattingly of Marion County present an Area Development Fund check for the City of Caneyville. Board Member Mr.

Paul Steenbergen accepted the check for the City of Caneyville.

The funds will be used to assist with the purchase of a Heat Exchanger.



Board of Directors Meeting (July 17, 2013)

Kentucky State Climatologist, Dr. Stuart Foster, addressed the Lincoln Trail Board of Directors at the July meeting. He discussed the Kentucky Mesonet and its value to various aspects of Agriculture and Economic Development throughout the state.

Dr. Foster is the Director of the Kentucky Climate Center located at Western Kentucky University.

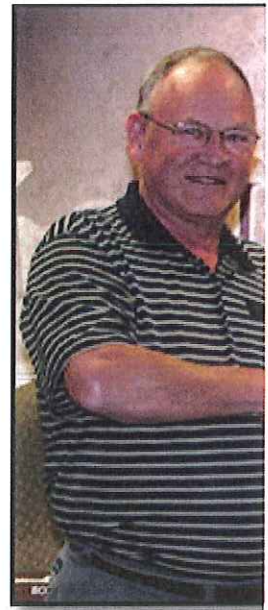
For more information on the Mesonet, go to www.kymesonet.org



Outstanding Service Award (June 19, 2013)

Board Chair Bobby Claycomb presents a plaque to Mr. Darrell Harrell in recognition of his Outstanding Service to the Lincoln Trail Area Development District.

Mr. Harrell who is retiring from the City of Leitchfield has served as their designated representative on the board for almost thirty years.



Hardin County ADF Check (June 19, 2013)

State Representative Jimmie Lee and Board Chair Bobby Claycomb present an Area Development Fund check to Hardin County Judge Harry Berry.

The funds will be used to assist with the purchase of a new Ambulance.



Public Review: High-Impact WIB App (June 20, 2013)

The Lincoln Trail Workforce Investment Board is submitting an application to the Kentucky Workforce Investment Board for certification as a High-Impact

WIB.

For more information, [click here to go to the Downloads page and view the Workforce Investment Board \(WIB\) section.](#)



In Memory of Mayor Tim Walker (June 17, 2013)

His calm demeanor and gift for bringing people of different viewpoints together was instrumental in the fruition of so many of the successes we enjoy throughout Hardin County today. Tim passionately pursued expanding venues and opportunities to improve the quality of life for our community.

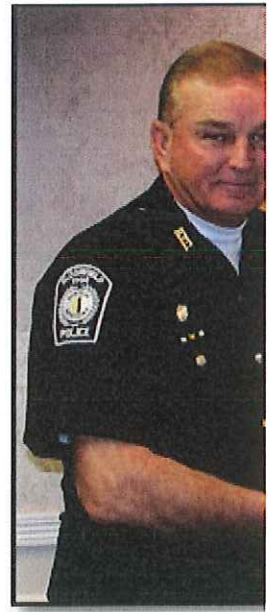
[Click here to read the Tribute to Elizabethtown Mayor Tim Walker](#)



Board of Directors Meeting (May 15, 2013)

State Representative David Floyd presents an Area Development Fund check to Police Chief William Downs, Jr. representing the City of Bloomfield.

The funds will be used to assist with the purchase of a new police cruiser.



Board of Directors Meeting (May 15, 2013)

Hal Goode, President/CEO of the Kentucky Association for Economic Development addresses the May Board meeting.

He discussed the various ongoing efforts of the Association in supporting economic efforts statewide.

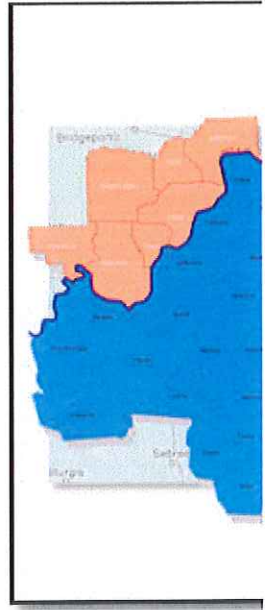


Area Labor Market Survey (Feb. 25, 2013)

Kix.com provides you with valuable labor market intelligence from the most comprehensive employer survey ever conducted in this region. The data, collected between 2010 and 2012, provides unique

and powerful value, including current regional salary ranges for occupations, jobs that are easiest/most difficult to fill, fastest growing jobs, jobs most in demand, skills that are difficult to recruit, hiring outlooks and much more. This data has any number of uses, for jobseekers, employers and workforce and economic development professionals.

[Click here for more information.](#)



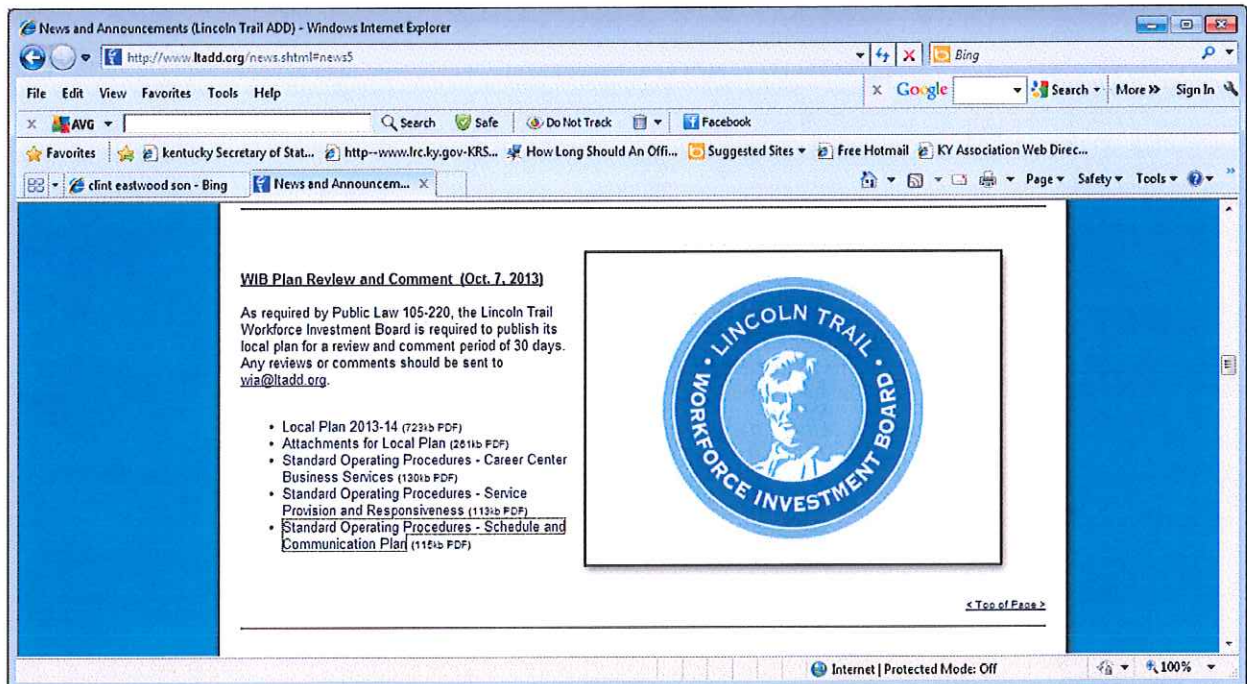
Copyright © 1996-2013 by the Lincoln Trail Area

1. PURPOSE

To maintain regular, internal communication among all Business Services Team members as well as external partners and stakeholders for the purpose of information sharing, developing business solutions, addressing challenges, and continuous improvement of services to employers.

2. SCHEDULE/COMMUNICATION

- The Business Services Team (BST) will meet in person on a bi-monthly basis on the first Tuesday of the months of October, December, February, April, June, and August. The “core” team members will meet in alternate months by conference call or group e-mail. At least one “core” team member will be represented at all Workforce Investment Board (WIB) One-Stop Committee meetings with extended network partner members. The Regional Team Leader will attend all WIB Workforce Liaison Committee meetings and other BST members will attend when the agenda has items related to BST activities and functions.
- If there is information outside of normal team activities that needs immediate attention the BST Regional Team Leader or Business Services Representative (BSR) that has knowledge of the information will contact all team members to schedule a meeting in-person, by conference call or group e-mail to discuss the specific business need and develop a necessary solution.



**Lincoln Trail Workforce Investment Board
Strategic Plan - 2013-2014**

Area/Goal	Objective	Action Item	Notes	Required Action	Responsibility	Measurement	Status	Date Completed
Goal 1: Develop Workforce, 100% engaged Board	Objective 1: Board based on best practices and regional partnerships	1.1 Develop Workforce Plan	Board consideration - September 17, 2013	1.1.1 Board based on best practices and regional partnerships	Lincoln Trail Workforce Committee - draft, Full Board - approved	Plan is approved by full board - 9/17/2013	On going	
		1.2 Strategic goals for 2014 - 2018 established by board meeting committee - March 1, 2014	Draft plan ready for board consideration - June 2014	1.2.1 Board based on best practices and regional partnerships	Lincoln Trail Workforce Committee - draft, Full Board - approved	Plan is approved by full board - March 2014	On going	
		1.3 Conduct WBI orientation for new members and open to all members - September 17, 2013	Orientation booker - August 2013	1.3.1 Board based on best practices and regional partnerships	Staff to conduct	Orientation is completed	On going	
		1.4 Develop recruitment plan for business members - December 2013	Plan to be developed	1.4.1 Board based on best practices and regional partnerships	Executive Committee	Plan is approved by full board - March 2014	On going	
		1.5 Get all members involved in either a standing or ad hoc committee - December 30, 2013	Committee recruitment - September - December 30, 2013	1.5.1 Board based on best practices and regional partnerships	Board members - volunteer or Executive Committee recruits	Committee assignments in place - December 2013	On going	
		1.6 Continue broader regional workforce initiatives		1.6.1 Board based on best practices and regional partnerships	Board members - volunteer or Executive Committee recruits	Committee assignments in place - December 2013	On going	
		2.1 The WBI requests programmatic and financial budgetary information from member agencies (from the WBI's strategic plan meeting - One Stop Certification. Information is needed to allow sharing of other fund sources and to develop a true regional workforce system - December 2013 and June 1, 2014	Need to request information from the Cabinet - 2 sets of real budget information - one for planning purposes and one for implementation of plan phase - July 1, 2014. Full implementation - July 1, 2015	2.1.1 Board based on best practices and regional partnerships	Lincoln Trail WBI Chair, Funding Committee, Education and Workforce Cabinet, Office of Employment and Training, Office of Vocational Rehabilitation, Office for the Blind, WBI and staff	Receipt of requested budgetary information from the Education and Workforce Cabinet	Requested to be made August 2013	
		2.2 Request regional budgetary information regarding OCTOPE, OVE from the Education and Workforce Cabinet to develop a comprehensive workforce system budget - December 31, 2013 (draft budget) and June 1, 2014 - actual budget for fiscal year beginning on July 1, 2014	Draft request - September - October 2013	2.2.1 Board based on best practices and regional partnerships	Board, Executive, One Stop and Funding Committee and Staff	Budget developed	On going	
		2.3 Develop a comprehensive system budget - June 30, 2014	Draft request - September - October 2013	2.3.1 Board based on best practices and regional partnerships	Board, Executive, One Stop and Funding Committee and Staff	Budget developed	On going	
		2.4 Establish measures, baseline, and targets to measure board and system success - March 2014	Draft measures, baseline, and targets	2.4.1 Board based on best practices and regional partnerships	Board, Executive, One Stop and Funding Committee and Staff	Measures, baseline and targets approved by Board - March 2014	On going	
Goal 2: Transition, Transition plan to improve the delivery of the Workforce Investment Act, Office of Employment and Training, Office for the Blind, and Office of Vocational Rehabilitation - September 1, 2013	Objective 2: Address the needs of the workforce and the business community and the needs of the workforce and the business community	3.1 Functional staff services to plan for workforce investment Act, Office of Employment and Training, Office for the Blind, and Office of Vocational Rehabilitation - September 1, 2013		3.1.1 Board based on best practices and regional partnerships	Regional Leadership (Full Oversight - 11/1/13)	Staff are assigned	On going	10/1/2013
		3.2 Request realignment of Office of Vocational Rehabilitation and Office for the Blind regions to match other regional one stop partners	Draft letter	3.2.1 Board based on best practices and regional partnerships	Chairman	Office of Vocational Rehabilitation and Office for the Blind regions match other regional one stop partners	On going	
		3.3 Consider need for full time one stop center location		3.3.1 Board based on best practices and regional partnerships	Membership	All board members serve as a committee	On going	
		3.4 At least one comprehensive center is certified for the Lincoln Trail region - June 30, 2014		3.4.1 Board based on best practices and regional partnerships	Each of the four centers, review committee and Board approval	Certification is completed - June 30, 2014	On going	
		3.5 Develop a new vision for the one stop operator - March 2014		3.5.1 Board based on best practices and regional partnerships	Board and Staff	Draft one stop operator agreement - March 2014	On going	
		3.6 Renew the one stop operator agreement to reflect the new vision for one stop services - June 2014		3.6.1 Board based on best practices and regional partnerships	Board and Staff	New agreement executed and in place by July 1, 2014	On going	
		3.7 Review the Memorandum of Understanding to reflect the new vision for one stop services - June 2014		3.7.1 Board based on best practices and regional partnerships	Board and Staff	New agreement executed and in place by July 1, 2014	On going	
		3.8 Review the Resource Sharing Agreement to reflect the new vision for one stop services, sharing responsibility and agreed upon responsibilities for cost allocation and reduction of actual, discretionary staff services being provided to the one stop services - June 30, 2014		3.8.1 Board based on best practices and regional partnerships	Board and Staff	New agreement executed and in place by July 1, 2014	On going	

**Lincoln Trail Workforce Investment Board
Strategic Plan - 2013-2014**

1.9 Continue efforts to solicit active participation order workforce programs and services in the community and to increase demand for training and to increase demand for training - June 30, 2014		Board, Partners and Staff	New agreement executed and in place by July 1, 2014	On going	
1.10 Implement a minimum service measure - June 30, 2014		Board & Partners and Staff	New agreement executed and in place by July 1, 2014	On going	
1.11 Free Wi-Fi access in all four centers - December 2013		Education and Workforce Development Cabinet	Wi-Fi Access is available at all four centers	On going	Release - Available - Spring 2014

Lincoln Trail Workforce Investment Board Strategic Plan 2013 -2018

Why the Lincoln Trail Workforce Investment Board

The Lincoln Trail Workforce Investment Board is charged under the Federal Workforce Investment Act to receive, allocate, manage, and exercise financial stewardship over federal funds targeted to assist in providing a trained ready employee workforce to meet employers' needs within the designated region and achieve the goals of the Workforce Investment Act and its programs. Meeting and exceeding the goals and vision of the Workforce Investment Act requires a vision to work towards, detailed planning to accomplish the goals, solid metrics to measure the results, and flexibility in anticipating and satisfying emerging workforce and economic related changes, and to provide continuous improvement in each area.

How does it operate?

The Lincoln Trail Workforce Investment Board accomplishes these tasks first through a periodic long-term vision of what is needed, and general steps and metrics on how to achieve the desired results. The long-term vision is expressed in our Strategic Plan, which lays out our view for the next five years. The Plan is reviewed during its fourth year and replaced with a revised or new Strategic Plan in its fifth year, unless significant changes to the economic, political or social environment indicate an earlier review.

The Strategic Plan is not carved in stone, or followed blindly to the letter; rather it is more of an initial azimuth to the end. Mid-course corrections and adjustments are made through the work of the Lincoln Trail Workforce Investment Board, its committees, and assigned staff based on the current needs of the regional work sector and economic realities. The work of the Board ensures continuous review and adjustments to the operational aspects of the Strategic Plan. Should the Board determine that economic conditions have changed significantly it can by its own action reorient the thrust while revising the strategic plan. The key here is that the Board controls the strategic plan, ensuring continuous improvements in visions, process, and goals.

Composition of the Board

Lincoln Trail Workforce Investment Board includes a cross section of stakeholders' interests throughout the eight County Lincoln Trail Area Development District.

Figure 1-1 below depicts the Lincoln Trail Workforce Investment Board. It identifies the basic organization and composition, and meeting schedule of the various components. Staff provided by the Lincoln Trail Area Development District supports the work of the Board and its committees and workgroups.

Working closely with the Judge Executives of the member counties the Workforce Investment Board maintains its strategic relevance by deliberately allocating board seats to representative work sectors and District Stakeholders. Note that the composition of the Board specifically allocates seats to specific work sectors. Staff works with the Board Executive Committee and the Judge Executives to find the right person to represent each of the seats.

Not depicted but of important note is the requirement for a business sector member to head up each of the committees. A key in ensuring market and sector relevance is having active participation of private business working alongside public sector representatives.

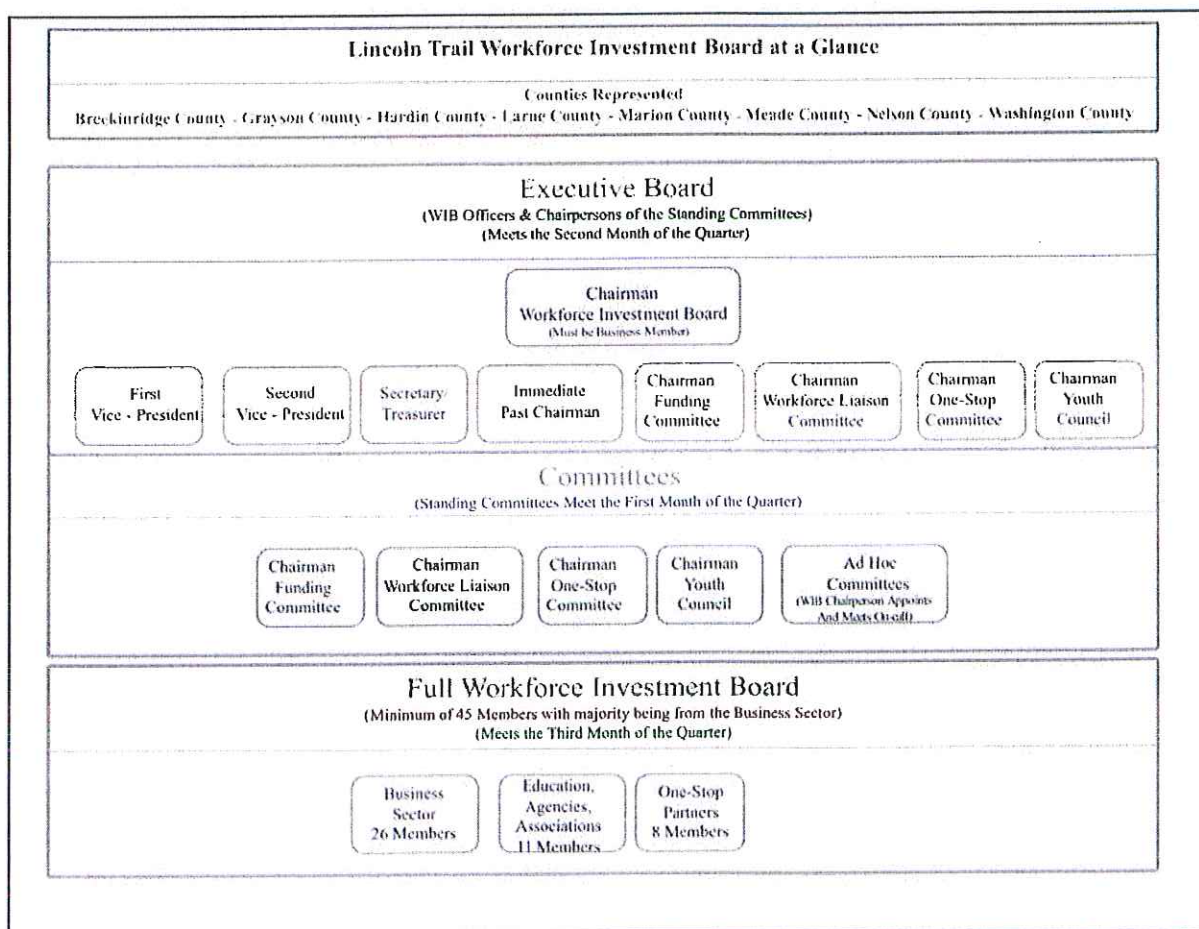


Figure 1-1

Stewardship

The Lincoln Trail Workforce Investment Board exercises responsible financial control and stewardship for precious federal funds primarily through detailed staff review, finance committee review and recommendation, and presentation by the requestor to the full Board for final review, discussion and decision. An important part of each presentation is the establishment of phased metrics to ensure a favorable return on investments.

Board takes a broad view of the economic landscape – the 80,000-foot view or Macro region

The Lincoln Trail Workforce Investment Board takes a very broad view of the economic landscape and does not limit its perspective to the boundaries of the member counties. Rather the Board has taken the lead and leadership role in several past and ongoing efforts affecting the 8-county workforce investment area, but also a 26-county region, which includes counties in Kentucky and Southern Indiana.

Our strategic work builds on several past studies and efforts that have helped us define our vision, our workforce, our business sector needs, and our workforce talents and skills. In 2005, with the announcement of the Base Realignment and Closure (BRAC) at Fort Knox, the first regional economic impact study paved the way for the board to begin to think outside the confines of the eight county workforce area. The actual workforce at Fort Knox in 2005 came from a three state, 39 county region and when the study revealed the skill sets currently on post were at opposite ends of the skill spectrum, the board began to have dialogue and discussion in a broader region. The Lincoln Trail region had to look outside the confines of its eight county region to address the challenges of the significant transformation occurring at Fort Knox.

The Base Realignment and Closure experience forced us to further focus and coordinate more broadly to develop clear, demonstrable goals for achievement to successfully maneuver through this workforce culture change of our neighboring largest employer – Fort Knox. Realizing the need to think, act and do in a broader, regional context to address the challenges at Fort Knox and more importantly competing in a global environment, the Lincoln Trail Board took the lead in establishing the “macro region – Wired65”. Wired65 came about through leveraging a \$5 million grant from the U. S. Department of Labor’s “Workforce Innovation in Regional Economic Development (WIRED)” initiative. The region was one of 39 such designated regions in the country. The original grant was for a 15-county area (Lincoln Trail and Greater Louisville but soon after work started, regional leadership realized the “Wired65 region” was much broader. To better reflect economic ties, the region was expanded to be representative of the economic engine and now to include 2 states, 26 counties – 19 in Kentucky and 7 in Indiana and 2 Metropolitan Statistical Areas. One of its first steps in developing a framework for innovation, the Board commissioned the development of a regional asset map and competitiveness strategy for the macro region, “*The Talent, Innovation and Place Report*”. Completed in 2009 the report set the strategic framework for actions to be carried out in the Wired65 region. Next steps were to fund

projects that set in motion actionable steps to become regionally competitive. One such project was a comprehensive labor market and employer survey of area employers with five or more employees. This survey helped the region identify key sectors for targeted investments. That survey was recently updated for both the Wired65 and specifically the Lincoln Trail area and was conducted August through September 2012. It provides current insight and information needed to better focus our employment and training resources over the near term

Another strategic document the board utilizes in reviewing the regional economy is The Comprehensive Economic Development Strategy (CEDS), drafted in 2012 by the Lincoln Trail Area Development District. This document provided not only a trend analysis of the regional economy but offered insight on viable objectives, and strategies in the economic and workforce development area. It provided a basis for determining levels of achievement of the region's primary goals. In sum these reports shaped the strategy on five regional workforce priorities:

- **fix** the education pipeline,
- **prepare** for current century workforce,
- **create** a talent magnet particularly for exiting military officers and talent,
- **investing** in private sector through entrepreneurial efforts, and
- **focus** on quality of place.

The Lincoln Trail Workforce Investment Board regional efforts over the past several year clearly align very closely with the Kentucky Economic Development Cabinet's six strategies: "Kentucky's Unbridled Future":

- Strength the Business Climate
- Support Business Development
- Market the Kentucky Brand
- Encourage Sustainability
- Support Innovation and Technology
- Foster Entrepreneurial Culture

The Board seeks to address the following five critical questions when implementing its strategic initiatives:

1. What does it mean to address issues as a region?
2. What is the best way to create meaningful connections among regional players in the workforce, education and economic development areas?
3. Which trends are likely to have the greatest impact on the region going forward?
4. How do we use our assets and strategies to position the region for success?
5. What factors will determine success?

The Strategic Framework for Regional Competitiveness – Macro and Micro Region:

1. **Fix the Pipeline**

- Identify and expand programs aimed at keeping students in school.
- Help link students to careers.
- Make the “business case” for education.

2. **Prepare for 21st Century Jobs**

- Sharpen the skills of incumbent workers.
- Expand talent recruitment efforts across the region.
- Continue efforts to mitigate potential impact of change of mission at Fort Knox on area employers.
- Initiate targeted recruitment strategy for IT professionals.
- Implement a talent strategy at Fort Knox.

3. **Create a Talent Magnet**

- Market the region’s higher education assets.
- Connect with students.

4. **Invest in Priority Sectors**

- Continue support for existing industry sectors.
 - Niche industry sectors (logistics and distribution and health-related enterprises).
 - Region-wide industry targets (advanced manufacturing and agriculture).
- Prepare for emerging opportunities.
 - Energy technologies
 - Identify and support energy technology niches where the bi-state region has an advantage.
 - Develop and attract workforce to support energy technologies.
 - Create “energy aware” image for the region.
 - Human capital management
 - Explore options for creating a center of excellence.
- Explore non-traditional targets.
 - Tourism
 - Identify synergies between existing efforts.
 - Link tourism with retail.
 - Entrepreneurship
 - Support existing entrepreneurial initiatives in the greater Louisville metropolitan area.
 - Encourage the expansion of entrepreneurship to the broader region.

5. Focus on Quality of Place

- Provide support for relevant planning initiatives in the region.
- Identify and nurture leaders from across a broad spectrum.

Strategically the Board has invested in being very inclusive in its data and information gathering, which results in a broad worldview and provides many opportunities for Regional leadership. The data along with stakeholder input and program outcomes determine how to allocate resources to provide the most efficient and effective services possible. Flexibility is critical. Thinking and working outside the box is essential. All strategies and financial decisions are based on the following three criteria:

- 1. Impact – Does it have regional significance?**
- 2. Feasibility – Does it match up with local assets? Is there capacity to make it happen? Is there a potential funding mechanism (Grants, Private Sector, programs, foundations, other)? Are the results measurable?**
- 3. Desirability – Does it match with local goals and needs?**

The Lincoln Trail region is well positioned to become the catalyst for significant growth, opportunity and innovation. The region is linked by rail, air, road and water, it is already linked to the north through its Wired65 efforts and now it is time to expand that fishbone of opportunity west, east, and south but before those actions become reality, the board must focus on some “house-keeping items” - refine its role as the strategic convener and transform its career centers into a value-added community asset.

The Lincoln Trail Workforce Region Critical Strategic Focus for 2013 – 2014: The 10,000-foot view – Micro region:

In the summer of 2009, the Kentucky Workforce Investment Board (KWIB) began a process to develop a strategic plan to transform Kentucky’s workforce development system to meet the challenges of a changing global economy and address the most immediate concerns of the current financial crisis. This process included an extraordinary stakeholder engagement process with input from a broad cross section of employers, community leaders, educators, local elected officials, economic development and workforce professionals, etc. What emerged was a consensus belief that the system was overly complex, not user-friendly, program driven rather than demand driven, and lacked the cohesion of an efficient and effective service delivery organization. (The Kentucky Workforce Investment Board’s Strategic Plan and Executive Summary are included as reference documents to this plan.)

The state board’s strategic plan includes twenty-five action steps to get to their end goal – transforming the state’s workforce system to enhance sustainable economic and job growth. Much if not all of those steps require action and most importantly leadership by local boards to make that reality. The Lincoln Trail Board has identified three steps to focus their efforts for

2013-2014 – a more visionary board, one stop certification and implementing a cultural change at the career centers. These three elements establish and strengthen the foundation for our micro and macro regional work.

1. Develop Visionary, 100% engaged Board;

- A. Help board members see the big picture and understand their role.
 - Develop WIB Strategic Plan – due date September 30, 2013.
 - Strategic goals for 2014 - 2018 established by each standing and ad hoc committee – May 1, 2014.
 - Conduct WIB orientation for new members and open to all members – due date September 17, 2013.
 - Develop recruitment plan for business membership – due date March 2014.
 - Get all members involved in either a standing and/or Ad Hoc committee – December 30, 2013.
 - Continue broader regional workforce initiatives and work – On-going
- B. Advocate for all workforce related funds to come through the local WIB using Gulf Coast WIB in Houston, TX as the model.
 - Advocate for Lincoln Trail Workforce Investment Board to be the pilot for this initiative - Immediately.
 - Request regional budgetary information regarding OET, OFB, OVR from the Education and Workforce Cabinet to develop a comprehensive workforce system budget – December 31, 2013 (demo budget) and June 1, 2014 – actual budget for Fiscal Year beginning July 1, 2014.
 - Develop a comprehensive system budget – June 30, 2014.
 - Establish measures, baselines, and targets to measure board and system success – March 2014.

2. Transition, Transform and Transpire the Culture of Kentucky Career Centers – Lincoln Trail

The Kentucky Workforce Investment Board has spent considerable time effort and expense this past year focused on rebranding the Kentucky Career Centers. A new vision has been established for our career center system – “...The Kentucky Career Centers will be a valuable, competitive and best in class asset in the growth of our regional and national economy....” – taken from the Brand Promise. The current one stop/career center system in Kentucky is focused on Unemployment Insurance, not customer focused, disjointed, under-utilized by the business community as well as operated in silos. A qualified and skilled workforce should be our primary objective to our end client/customer – the employers of our region.

The Lincoln Trail Board will oversee and monitor this transformation over the next nine months. For the region to become even more competitive the foundation of a strong career center system must be put into place. The career centers will be asked to make the necessary changes to reflect not only the state brand and brand promise but operate in a functional capacity. No longer will staff at the centers be identified by the program or agency they represent - now they will be

identified by the function they perform – employer services or job seeker services. To ensure the Kentucky Career Centers – Lincoln Trail are operating and functioning at a higher level of success, several key items must be addressed over the course of this year. These strategies are:

- Functional staff services in place for Workforce Investment Act, Office of Employment and Training, Office for the Blind, Office of Vocational Rehabilitation – September 1, 2013.
- Request realignment of Office of Vocational Rehabilitation and Office for the Blind regions to match other required center partners – December 31, 2013. (Note: Workforce Investment Act staff transitioned on January 1, 2013.)
- Consider need for full-time one stop center director – September 2013.
- Certification of comprehensive center – June 30, 2014.
- Develop new vision for one stop operator – March 2014.
- Revise the one stop operator agreement to reflect the new vision for one-stop services – June 30, 2014.
- Revise the Memorandum of Understanding to reflect the new vision for one-stop services – June 30, 2014.
- Certify at least one comprehensive center for the Lincoln Trail region - June 30, 2014.
- Revise the Resource Sharing Agreement to reflect the new vision for one-stop services, utilizing acceptable and agreed upon methodologies for cost allocation and reflective of actual, documentable staff/services being provided in the centers/system – June 30, 2014.
- Continue efforts to solicit active participation other workforce programs and services in the centers and systems – June 30, 2014.
- Implement customer service measures – June 30, 2014.
- Free Wi-Fi access in all four centers – December 31, 2013.

Reference Documents

- A. The Lincoln Trail Workforce Investment Board Strategic Plan
- B. Strategic Plan Matrix
- C. TIP Report
- D. Lincoln Trail Area Development District CEDS Plan
- E. Kentucky Workforce Investment Board WorkSmart Kentucky Strategic Plan and Executive Summary

Lincoln Trail Workforce Investment Board

Strategic Plan 2013 – 2014 For the Regional Workforce System

Adopted by the Board
September 2013

The Lincoln Trail Workforce Investment Board is a regional asset that brings together business, education, labor, government and community organizations resources to address and improve the economic environment by receiving, administering, managing, evaluating, and continuously improving federal and state funded programs within the eight county Lincoln Trail Area Development District.

Vision (The Future End State)

- The Lincoln Trail Workforce Investment Board area includes the Elizabethtown Metropolitan Statistical Area ranks 1st nationally in gross domestic product growth - 2010, and 1st among the eight other Kentucky MSAs.
- Employers have an adequate supply of well-educated and well-trained people, which enables them to compete in the world economy.
- Individuals have the knowledge, skills and aptitudes to work and earn incomes that make them self-sufficient.
- Employers and individuals can rely on specialized educational and technical skill training, available through flexible and timely local community and technical schools.
- The region is among the most attractive places in the country to live and work.

For the Lincoln Trail Workforce Investment Board:

Mission

Lincoln Trail Workforce Investment Board helps employers meet their workforce needs and individuals build careers in the region can compete in the global economy.

Core Values (Our Strongly Held Beliefs)

Integrity - Accountability - Results (R&R) - Continuous Improvement

(720) 968-9102

1941

*Vision
(continued)*

- The Lincoln Trail Wildlife Investment Fund is the regional workforce agenda. It is widely recognized for its excellence in leadership and governance, based on its commitment to meeting differences.
- Business, labor and community leaders vie for board membership because they know it is:
- well-educated, innovative, disciplined and high-performing
 - nationally and locally recognized for its stewardship of public funds and its commitment to results; it makes funding decisions based on performance not politics.
 - accountable to the taxpayers and their elected representatives.

Vision (continued)

- Strategic plan - September 2, 2013
- Strategic plan 2014-2018 - May 1, 2014
- Conduct outreach for all new members - September 17, 2014
- Develop new recruitment plan for membership - March 2014
- All committee members involved in either a standing and/or Ad Hoc Committee - December 31, 2013
- Continue macro-regional work - specifically Veterans Initiative - Presentation - December 17, 2013 - KVA Board Executive Director Beth Avey
- Advocate with Education and Workforce Cabinet to be the pilot to transition to the model WLB - Gulf Coast WLB, Houston, TX - Immediately
- Request regional budget information from partner agencies to develop a comprehensive workforce system budget - preliminary information - December 31, 2013 and actual budget implementation - July 1, 2014

Measures, Baselines,
And Targets
(How we will Measure
Progress Toward
Achieving Results)

Strategies
(How We Will Achieve
Results)

1. Continually improve our quality and service
2. Provide high quality value-added information
3. Provide skilled workers for employers in critical industries
4. Contribute to high-quality, life-long learning experiences
5. Use our resources to move the larger system to achieve Board-established results
6. Meet the requirements of our funding sources
7. Find additional revenue to support Board results

Breckinridge

[Help](#)

Contact Info

[On demand, online
customer service](#)

- **Contact**
Julie Melton
- **Phone**
270/756-1730
- **Email**
Julie.Melton@Cloverport.kyschools.us

Breckinridge Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Breckinridge Co. Adult Education
108 3rd Street
Hardinsburg, KY 40143
[Click here for Web site](#)



[View the the location for Breckinridge Co. Adult Education on MapQuest \(opens in a new window\).](#)

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

GRAYSON

Help

Contact Info

On demand, online
customer service

- **Contact**
Dianne Bratcher
- **Phone**
270-259-9038 or 270-218-0649
- **Email**
ebratcher0002@kctcs.edu.

GRAYSON County Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

GRAYSON County Adult Education
125 E. Market Street
Leitchfield, KY 42754

 MAPQUEST

(opens in a new window).

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

Hardin

[Help](#)

Contact Info

[On demand, online
customer service](#)

- **Contact**
Renaë Harrison
- **Phone**
270/769-8866
- **Email**
renaë.harrison@hardin.kyschools.us.

Hardin Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Hardin Co. Adult Education
114 South Mulberry Street
Elizabethtown, KY 42701

MAPQUEST

[View the the location for Hardin Co. Adult Education on MapQuest \(opens in a new window\).](#)

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

Larue

Contact Info

- **Contact**
Sarah Hornback
- **Phone**
270/358-8334
- **Email**
sarah.hornback@larue.kyschools.us.

Help

[On demand, online
customer service](#)

Larue Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Larue Co. Adult Education
208 College Street
Hodgenville, KY 42748
[Click here for Web site](#)

MAPQUEST

[View the the location for Larue Co. Adult Education on MapQuest](#) (opens in a new window).

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

Marion

Help

[On demand, online customer service](#)

Contact Info

- **Contact**
John Sparrow
- **Phone**
270/692-2266
- **Email**
jsparrow@windstream.net

Marion Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Marion Co. Adult Education
214 N. Harrison St.
Lebanon, KY 40033

MAPQUEST

[View the the location for Marion Co. Adult Education on MapQuest \(opens in a new window\).](#)

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

Meade

[Help](#)

Contact Info

[On demand, online
customer service](#)

- **Contact**
Dianne Bratcher
- **Phone**
270/422-5884
- **Email**
ebratcher0002@kctcs.edu

Meade Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Meade Co. Adult Education
2075 Bypass Road - C
Brandenburg, KY 40108
[Click here for Web site](#)

MAPQUEST

[View the the location for Meade Co. Adult Education on MapQuest](#) (opens in a new window).

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

Nelson

Contact Info

- **Contact**
Belinda Carter
- **Phone**
502/331-8809
- **Email**
Belinda.Carter@bardstown.kyschools.us

Help

[On demand, online
customer service](#)

Bardstown/Nelson Co. Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

Bardstown/Nelson Co. Adult Education
407 SouthThird St.
Bardstown, KY 40004

MAPQUEST

[View the the location for Bardstown/Nelson Co. Adult Education on MapQuest](#) (opens in a new window).

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

WASHINGTON

[Help](#)

Contact Info

[On demand, online
customer service](#)

- **Contact**
Dianne Bratcher
- **Phone**
859-336-1709 or 270-218-0649
- **Email**
ebratcher0002@kctcs.edu

WASHINGTON County Adult Education provides services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

Location

WASHINGTON County Adult Education
160 Corporate Drive
Springfield, KY 40069

 **MAPQUEST.**

(opens in a new window).

Last Updated 1/9/2009

Copyright © 2009 Commonwealth of Kentucky
All rights reserved.

REGIONAL PLAN: INTEGRATED TRADE SERVICES



Lincoln Trail

OET – Office of Employment & Training Staff

LWIA – Local Workforce Investment Area Staff

EKOS – Employ Kentucky Operating System

Regional Plan for TAA Services

Service	NOTICE OF DISLOCATION
	<p>The Lincoln Trail Rapid Response Team (LARRT) encompassing staff representing: Office and Employment (OET) and Lincoln Trail Workforce Investment Area (LTWIA) staff.</p> <ol style="list-style-type: none"> 1. The Lincoln Trail Rapid Response Coordinator (LARRC) or Assistant LARRC will serve as the Lead and will be the main point of contact for notification of all impending layoffs or closure. 2. The Lead is responsible for notifying members of the LARRT and designating a member of the LARRT to contact the employer, if necessary. (When appropriate, the LARRC will forward the WARN to the State Rapid Response Team, if received by LARRC first and maintain a copy on file.) <p>*See Lincoln Trail WIA Rapid Response Plan, Page 2, for more detailed information on the process and procedures to follow in contacting the employer.</p>

Service	EMPLOYER MEETING
	<p>In the event the company appears or there is potential for the company to be Trade affected, the LARRC or assistant will ask questions; provide guidance, etc. in order to ensure the company knows their potential eligibility and overview of services.</p> <ol style="list-style-type: none"> 1. The LARRC is responsible for arranging initial RR employer meeting; 2. Follow the Lincoln Trail Rapid Response Plan, Page 2, Sections: Contacting the Employer and Employer Meeting, to accurately follow procedures and process. <p>*All communications related to RR activities should be copied to the LARRT Lead and Assistant.</p>
Service	EMPLOYEE RAPID RESPONSE SESSIONS
	<p>The following section outlines the process for conducting employee Rapid Response sessions.</p> <ol style="list-style-type: none"> 1. In instances where the company has an approved Trade petition the Regional Trade Facilitator will briefly discuss an overview of Trade program and benefits and responsibilities. 2. A Lincoln Trail WIA representative will briefly discuss the Trade training (TAA) benefit. <p>*Please refer to the Lincoln Trail WIA Rapid Response Plan, Page 3, for detailed step by step process for RR sessions.</p>
Activity	EMPLOYEE RAPID RESPONSE SESSIONS- Intake and Data Entry

	<p>The following section outlines the process for entering results, employer information, etc.</p> <ol style="list-style-type: none"> 1. The LARRC is responsible for: compiling survey results and forwarding results to State Rapid Response staff; entering Rapid Response (RR) data in EKOS (includes employer information and RR activity) 2. The LARRC or designated member will follow up with the employer prior to the dislocation date. 3. A summary of the survey results will be shared with the LARRT.
Service	<p>TRADE ORIENTATION</p> <p>The Trade Adjustment Assistance (TAA) Orientation session is a joint effort of OET and LWIA in order to provide in-depth explanation of programs, benefits and services.</p> <ol style="list-style-type: none"> 1. The Regional Trade Facilitator along with the coordinated efforts of the Local Office Trade Coordinator and Local Client Services Manager will provide a professional presentation of information. 2. During the Trade Orientation an initial assessment will be conducted in order to gain knowledge of employees existing skills, knowledge, credentials, etc. This will be in the form of questionnaires, various assessment tools, etc. 3. The TAA Customer Handbook will be distributed to affected workers and the acknowledgment page must be signed by the worker and collected. (Original will be maintained in individual customer folders by the Local Office Trade Coordinator) 4. Labor Market Information (LMI) will be provided. 5. Required forms for eligibility of the Trade program will be completed at the Trade Orientation. (Form 855)
Activity	<p>TRADE ORIENTATION- Intake and Data Entry</p> <p>For those who didn't attend the Trade Orientation, Local Office Trade Coordinators will make second attempt contact. In the event that no contact has been established a final attempt made by the Regional Trade Facilitator will be made and State Trade Staff will be notified.</p> <ol style="list-style-type: none"> 1. The Local Office Trade Coordinator is responsible for entering and creating individual account into EKOS including employer history, Trade Affected information, etc.; Initial Assessment results into the Comp Assessment Tab in EKOS; Proofing and Signing the 855 Form; Faxing the 855 Forms to appropriate State Trade Staff and emailing appropriate State Trade Staff and Regional Trade Facilitator as an alert; Creating individual trade folders containing, original 855 form, acknowledgement signature page, comprehensive assessment questionnaire, etc. 2. Activity for Trade Orientation Services and notes will be entered into EKOS and into Focus Career by the Local Office Trade Coordinator. <p>*Local Office Trade Coordinator Responsibilities outlined in Kentucky Career Center Lincoln Trail Local Office Trade Coordinator Handbook.</p>

Service	ASSESSMENTS AND REFERRALS
	<p>All Trade Affected Workers must be assessed in order to provide the best possible quality of services.</p> <ol style="list-style-type: none"> 1. OET Local Office Trade Coordinator will be responsible for entering initial assessment data received at the Trade Orientation as well as scheduling individual Assessment Sessions within 30 days in order to identify appropriate needs and services best suited for the customer and to begin the case management process. 2. If the customer was previously determined eligible for the WIA Dislocated Worker Services or Program, then the LWIA will have already entered initial assessment data in EKOS. If so, then OET will update the information, as needed. 3. Based on the results of the initial and further assessments, the Local Office Trade Coordinator or WIA Client Services Manager will provide or make referrals to additional services which the client may be eligible.

Service/ Activity	OUTREACH
	<ol style="list-style-type: none"> 1. Outreach activities shall be provided to potential trade-eligible customers. 2. The Office of Employment and Training (OET) is responsible for providing activities to the customers. 3. The initial outreach activity will be the development and distribution of the Letter of Potential Services to all impacted workers from the dislocation event provided by the LWIA. 4. The Local Office Trade Coordinator or the Regional Trade Facilitator will be responsible for preparing the Letter of Potential Services and distribution. <p>*Notes will be entered into EKOS of the outreach activity.</p>

Service	ELIGIBILITY DETERMINATION
	<p>All Trade Affected workers must complete required documents for eligibility of Trade Programs and Services.</p> <ol style="list-style-type: none"> 1. Local Office Trade Coordinator or Regional Trade Facilitator will review the required forms for completion and sign off as appropriate and send to State Trade staff for notification. 2. Once the eligibility has been verified, by employer list, and other required documents, a letter will be sent to them verifying the certification. 3. Trade Affected workers seeking Trade training assistance must complete eligibility determination with WIA Client Services Manager. The process for this consists of completing the IEP, meeting the six criteria based on training, etc. <p>*See Training Request Section on Page 8 for further details on training process.</p>
Service	CASE MANAGEMENT

All Trade Affected Workers are entitled to receive case management services in order to help them gain suitable employment, as the purpose of the Trade program outlines. In instances where the customer is unable to find suitable employment based on current skills, and education, referrals to partner agencies are made in order to assist the customer.

1. The Local Office Trade Coordinator will be responsible for providing case management services to each customer every thirty days.
4. The Case Management Service will be entered into EKOS by the Local Office Trade Coordinator.
5. During the Case Management sessions, Trade Coordinators are to provide career counseling, career planning, benchmarks, goal setting, etc.
6. Employment Case Management services may consist of the:
 - Individual Employment Plan (IEP) development;
 - Comprehensive Assessments and Testing
 - Workshops, job clubs, resume assistance, etc.;

Service	ASSESSMENTS/IEP/TESTING
	<ol style="list-style-type: none"> 1. Local Office Trade Coordinators will input specific information related to the client's work history, job skills, work characteristics, training needs, etc. in the Comp Assessment Tab in EKOS. 2. Both Local Office Trade Coordinator and WIA Client Service Managers will work together to ensure no duplication of services and to prevent confusion. 3. Confidential information such as TABE Test scores, Compass, Disability, etc. must be documented in the Comp Assessment Tab in EKOS and all other notes pertaining to case management services, workshops, reporting, etc. must be entered and updated on an ongoing basis by all staff working with customer. 4. Data entered into the Comp Assessment Tab is populated to the IEP Custom Tab to create a printable Individual Employment Plan (IEP) for the client; This information will be used when one partner agency is needing additional information for additional services that customer may be seeking. 5. Staff must provide an initial copy of an updated IEP to the client and a subsequent copy as information/data is modified throughout the client's search for employment.

Service	WAIVER
---------	--------

Training Waivers may be issued for one of the following reasons:

- A. Health: The Trade Affected Worker is unable to participate in or complete training due to a health condition.
- B. Enrollment Not Available: No enrollment in training is available within 60 days.
- C. Training Not Available: No training program is available in which you can enroll.
- 1. A waiver can be issued, when appropriate to the following reasons above, following an assessment of the customer's employment and training needs by the Local Office Trade Coordinator.
- 2. Periodic follow-up is required on a monthly basis to determine if the circumstances existing at the time of the waiver issuance continue to exist; when reasoning is no longer valid, the waiver shall be revoked.

If the customer has not enrolled in or completed TAA-approved training, a waiver is necessary to receive basic TRA and satisfy the training enrollment deadline for receiving TRA benefits.

Activity	WAIVER
	<ol style="list-style-type: none"> 1. Local Office Trade Coordinator will enter the Waiver Service into the Services Tab in EKOS. 2. Notes and contact dates will be entered and maintained by the Local Office Trade Coordinator.

Service	TRAINING ASSESSMENT
	<ol style="list-style-type: none"> 1. LWIA shall conduct a full assessment to determine likely success in requested training program; 2. Assessment may include TABE, COMPASS, WorkKeys or other assessment tool as required by the related industry and/or training institution; 3. LWIA shall update information in EKOS – Comp Assessment module; including justification of the required 6 training criteria.

Service	TRAINING CRITERIA REVIEW
	<ol style="list-style-type: none"> 1. If the assessment supports the need for training, the LWIA will forward a request for training to designated LWIA staff. 2. LWIA will complete the EKOS Training Custom Tab with required training information, as well as submit a Training Adjustment Assistance Criteria for Training Form and TAA Training Recommendation Form. 3. Once the request is received, designated LWIA staff will consider the training criteria and assessment results prior to any training determination.

Service	PRE-APPROVAL/DENIAL & NOTIFICATION
	<ol style="list-style-type: none"> 1. Designated LWIA staff will issue a determination (approval or denial); 2. Designated LWIA staff will enter determination in EKOS – Training Custom Tab 3. Determination notification will be emailed to Regional Trade Facilitator for final approval of

	the training request.
Service	FINAL APPROVAL/DENIAL
	<ol style="list-style-type: none"> 1. Once training notification is received via electronically from LWIA staff, the Regional Trade Facilitator will review all training criteria, assessment information and verify dates of completion for TRA purposes. 2. Regional Trade Facilitator will enter final approval/denial in EKOS Training Custom Tab. 3. Once the training plan has been approved, the Regional Trade Facilitator will notify, designated LWIA approval staff, OET and WIA Case Managers, Regional Managers and DCI staff to alert of the decision and to ensure the appropriate steps are taken in changing the status of the customer to reflect approved training with beginning and ending dates. 4. Designated LWIA staff will notify the TAA/TRA unit of the approval to initiate the process for payment. 5. Appropriate WIA Case Manager will email a 858B to TRA unit notifying TRA of enrollment and will issue notification of training approval to the client. 6. Appropriate OET Case Manager will contact approved customer to explain the requirements while on approved training, such as sending the 858A bi weekly form every two weeks, meeting with WIA Case Manager monthly, meeting benchmarks, reporting grades, schedules and attendances and the importance of doing so as it could affect benefits and loss of eligibility. 7. If training is denied, Regional Trade Facilitator will forward information to State Trade Coordinator. 8. State Trade Coordinator will issue notification of training denial to the client.

Service	TRAINING CASE MANAGEMENT
	<p>All Trade Affected Workers enrolled in Trade Approved Training are required to meet with the WIA and OET case managers to ensure the customer is making satisfactory progress and to update on current remaining benefits.</p> <ol style="list-style-type: none"> 1. The Local Office Trade Coordinator will provide case management services to the customer every thirty days in the form of in person or via phone to update on benefits, supply with additional 858A bi weekly forms and other important information as needed. Notes will be entered into EKOS for tracking. 2. The WIA Case Manager will provide case management services to the customer every thirty days in order to assess the customers progress and collect required documents such as Attendance, Grades, Semester Schedules, Benchmarks and TAA Six Criteria Evaluation at the end of the semester as appropriate. Notes will be entered into EKOS for tracking. 3. In instances where the customer is not making satisfactory progress or fails to comply with the requirements, case managers should notify the Regional Trade Facilitator.

Service	OUT-OF-AREA JOB SEARCH ASSISTANCE
	<ol style="list-style-type: none"> 1. Trade clients may be eligible for out-of-area job search assistance; 2. An initial request from a Trade client may be presented to either OET or LWIA as follows: <ul style="list-style-type: none"> • <u>Not in Training</u> - OET will refer to LWIA. LWIA will complete the necessary form and submit to designated LWIA staff for review and pre-approval <u>prior</u> to any activity occurring; • <u>Enrolled in Training</u> (or completed training) – LWIA will complete the necessary form and submit to designated LWIA staff for review and pre-approval <u>prior</u> to any activity occurring; 3. Once pre-approval and eligibility is determined, LWIA will notify Regional Trade Coordinator/Regional OET Manager via e-mail to process final approval and allow LWIA staff to notify client. 4. Receipts for reimbursement must be presented to the originating staff (LWIA) as described within the TAA Handbook; 5. LWIA is responsible for entering service in EKOS and attaching related funding; 6. Eligible receipts must be forwarded to the designated LWIA staff for reimbursement to the client.

Service	RELOCATION ASSISTANCE
	<ol style="list-style-type: none"> 1. Trade clients may be eligible for relocation assistance. 2. An initial request from a Trade client may be presented to either OET or LWIA as follows: <ul style="list-style-type: none"> • <u>Not in Training</u> - OET will refer to LWIA. LWIA will complete the necessary form and submit to designated LWIA staff for review and pre-approval <u>prior</u> to any activity occurring; • <u>Enrolled in Training</u> (or completed training) – LWIA will complete the necessary form and submit to designated LWIA staff for review and pre-approval <u>prior</u> to any activity occurring; 3. Once pre-approval and eligibility is determined, LWIA will notify Regional Trade Coordinator/Regional OET Manager via e-mail to process final approval and allow LWIA staff to notify client. 4. Receipts for reimbursement must be presented to the originating staff (LWIA) as described within the TAA Handbook; 5. LWIA is responsible for entering service in EKOS and attaching related funding; 6. Eligible receipts must be forwarded to the designated LWIA staff for reimbursement to the client.

Service	SUBSISTENCE or TRANSPORTATION
	<ol style="list-style-type: none"> 1. Trade clients in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program; Local Office Trade Coordinator will refer interested customers to LWIA.

- | | |
|--|--|
| | <ol style="list-style-type: none"> 2. LWIA determines eligibility for payments based on requirements as listed in the TAA Handbook; 3. LWIA will attach service to related funding stream in EKOS; 4. Approved payments will be processed per the LWIA's identified internal payment process. |
|--|--|

Service	Trade Readjustment Assistance (TRA)
----------------	--

- | | |
|--|---|
| | <ol style="list-style-type: none"> 1. Local Office Trade Coordinator will assist clients with issues related to TRA benefits and document information as required by the agency's identified service delivery process; 2. Local Office Trade Coordinator will enter related information in EKOS, as required. |
|--|---|

Service	ATAA/RTAA
----------------	------------------

- | | |
|--|--|
| | <ol style="list-style-type: none"> 1. Local Office Trade Coordinator will assist clients with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process and maintain copy in customer's folder as well as a copy of the letter sent to the local office from Frankfort. 2. OET Local Office Trade Coordinator will enter related information in EKOS, as required such as the service, the beginning and ending dates. 3. LWIA shall refer to Local Office Trade Coordinator any TAA clients seeking ATAA or RTAA benefits. |
|--|--|